

TRUSSVILLE CITY SCHOOLS
Job Description

POSITION TITLE: District Technology Integration Specialist

QUALIFICATIONS: Alabama State teaching certificate, NCLB criteria for Highly Qualified Teacher

REPORTS TO: Superintendent or his/her designee

SUPERVISES: Technology Staff

JOB GOAL: To work with teachers in our schools to create and provide engaging and challenging work for students to maximize each student's ability in accordance with local and state courses of study.

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with teachers to support their use of technology in delivery of curricula through a variety of instructional methods. In partnership, the Technology Integration Specialist and the teacher will work toward integrating the use of hardware, software and Internet resources in support of student learning.
2. Provides leadership and assist in the implementation of the Technology Plan of the system.
3. Supervises the network, maintenance of all technology equipment, repairs and personnel.
4. Create learning resources for teachers, staff and students. These may include Web sites, tutorials, interactive programs and databases that support teachers in integrating technology.
5. Structure the technology education of teachers.
6. Demonstrate respect for students and their potential.
7. Demonstrate ability to work with children, parents, and colleagues.
8. Model collaborative working style with all constituency groups.
9. Implement key learning theories and methods of instruction and their relation to technology integration.
10. Demonstrate familiarity with methods for integrating technology into the curriculum such as Web Quests, online resources, digital portfolios, and other forms of assessment.

11. Maintain skills in computer software, including word processing, database, spreadsheet, Web Page development, presentation, digital video and audio editing, and image processing.
12. Work with teachers to plan and deliver instructional activities for students consistent with student needs and district instructional goals.
13. Work with teachers to integrate instructional activities to reflect a variety of instructional techniques, promoting positive interaction among students, and providing for appropriate practice of activities and skills focusing upon the desired learning outcomes.
14. Model behaviors for teachers and students that result in the belief that all individuals are deserving of respectful and dignified treatment and promoting a healthy self-concept in all teachers and students.
15. Fulfill professional responsibilities beyond those exhibited in the classroom to include participation in school co-curricular programs, school and district program improvement efforts, participation in community and parent groups, and abides by and promotes high ethical standards.
16. Participate in professional growth activities leading toward enhancing professional qualifications.
17. Model appropriate personal demeanor and work habits that are consistent with personal development goals established for students.
18. Perform other such duties as required and/or assigned by the Superintendent or his/her designee.