

Digital Integration Specialist

Policy Information

Series Job Description - Job Descriptions

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Policy #

BOURNE PUBLIC SCHOOLS

Digital Integration Specialist

JOB DESCRIPTION

Reports to: Director of Technology and Assistant Superintendent for Teaching & Learning

Job Goal: The digital integration and support of educational technology

Supervises: N/A

Responsibilities:

A. Technology Integration:

1. Assists teachers in planning for the use and infusion of technology in the instructional program.
2. Assists as needed with trouble-shooting of technology issues as related to instructional delivery.
3. Works closely with staff to develop innovative technology solutions for instructional delivery and assessments.
4. Manages the Google Workspace Platform
5. Manages and assumes the lead role for Google End-Point devices, as well as iOS Devices
6. Assists teachers in accessing a variety of materials to more effectively differentiate instruction in order to accommodate the needs of a diverse student population.

7. Works closely with curriculum directors to ensure technology needs are met in relation to digital curriculum .
8. Stays current with new and emerging technologies and their potential applications to the District

B. Professional Development:

1. Develops instructional technology solutions and related training materials for the purpose of providing users with tools needed to utilize emerging instructional technology to enhance student learning
2. Provides support and professional development with new instructional software/hardware and district technology initiatives
3. Coaches faculty on the innovative use of digital tools to enhance student engagement at high levels of cognition
4. Reads, disseminates, and models current best practice information to staff
5. Participates in developing and monitoring ethical technology use and district-wide instructional technology guidelines and standards

3. Digital Learning and Instructional Technology Collaboration

1. Serves as a member of the District Technology Committee
2. Fosters a collaborative environment among all staff
3. Collaborates with teachers and administrators to select and evaluate digital tools and resources that enhance teaching and learning and are compatible with the school technology infrastructure
4. Assists with the yearly administration of the MCAS Test throughout the district