

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: Technology Support

Standard Title: Technology Integration Specialist

Primary Function:

A Technology Integration Specialist will execute all duties required for the effective utilization/integration of technology to support district instructional programs.

Supervision Received:

A Technology Integration Specialist is directly responsible to the Superintendent of Schools and the Director of Technology.

Direction Exercised:

1. A Technology Integration Specialist will research and attend appropriate conferences, workshops, model schools and universities examining development and trends in technology.
2. A Technology Integration Specialist will examine and assist in the incorporation of current and emerging technologies in short-range and long-range plans to include integration.
3. A Technology Integration Specialist will meet with staff through in-service, workshops and individually providing guidance in the effective and meaningful implementation of technology to enhance lessons.
4. A Technology Integration Specialist will establish and maintain a motivated working relationship with those contracted in the course of work.

Overall Responsibilities:

1. Provide leadership in the development and articulation of district-level and building-level technology goals.
2. Work cooperatively with the administration in determining the disposition of current and future technology training needs.
3. Assist in the determination of technology needs within the Windber Area School District; evaluate potential products and services against established district objectives, priorities and resources.
4. Provide support in planning and implementation of professional development activities involving information technologies.
5. Participate in training sessions scheduled during school hours to update technology skills.

6. Participate in instructional planning meetings prior to delivery of staff training.
7. Advise the administration on a regular basis of technology related matters.
8. Assist in the development of coordinated technology orientated activities into the classroom throughout the school year.
9. Serve as a role model for classroom technology integration.
10. Perform such other related duties as required by the Windber Area School District.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. A Technology Integration Specialist shall hold at least a bachelors degree.
2. Experience/understanding of curriculum development, state and national academic standards and integration of technology into the curriculum to enhance lessons
3. Knowledge of State and Federal regulations relative to audiovisual equipment

4. Knowledge of program planning and budgeting
5. Excellent communication, problem solving and organization skills

Type of Position:

Contracted - 3 days a week with leave of absence: 3 weeks in December/January time period, 1 week in April with the 12 days being made up during the course of the school year

Salary:

The salary shall be in accordance with the schedule established by the Board of Education.