

## Technology Integration Coordinator

### *School District Job Description*

**Position Title:** Technology Integration Coordinator

**Department:** Technology

**Reports To:** Assistant Superintendent of School Improvement

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#### **SUMMARY:**

The Technology Integration Coordinator is primarily concerned with the development, implementation, monitoring, and evaluation of the technology program for the school system. This individual provides leadership in identifying hardware and software purchases, ensuring that they are consistent with the school system instructional technology plan and state technology guidelines. The employee coordinates and delivers staff development on technology. The employee works collaboratively with the other members of the school system central office staff and school building staff to use technology and include technology applications as an integral part of the total instructional program. The employee works with teachers to integrate technology into daily lesson plans and projects which are aligned to district curriculum.

#### **ILLUSTRATIVE EXAMPLES OF WORK**

- Provides leadership for short- and long-range planning for all technology initiatives: vision, goals, program objectives/strategies/activities, staffing, training, evaluation, and collaboration with others. Assist the coordinators and facilitators with implementing the system and the building-level technology and other state recommendations and guidelines. Provide input and instructional perspective on budgeting decisions.
- Plans, develops, and implements staff development activities to meet established instructional technology integration needs based on best practices in educational technology. Staff development provided to staff includes both applications and integration.
- Provides follow-up for teachers who have participated in professional development activities to assure skills are implemented in the classroom.
- Collaborates with principals and other staff members to integrate technology in the ongoing instructional program for all curriculum areas by identifying strategies and materials, modeling of best practices of the integration of technology in all curriculum

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areas, and by collaborating to develop curriculum materials and specific lesson plans that integrate technology.

- Provides classroom management techniques to use when deploying technology.
- Is knowledgeable of the hardware configurations and computer-related items. Use the state and local technology plans to establish standards and collaborate with the Technology Network Coordinator for the purchase of equipment, software, related media, and supplies for instructional technology integration and management activities according to the local purchasing guidelines.
- Supervises the technology lab assistant
- Assists technology users in resolving problems associated with implementing technology in the classroom.
- Plans and coordinates the implementation of special activities to promote technology.
- Serves as a clearinghouse of information on trends, research, applications, and effective practices related to the use of technology in the school program and school system.
- Assists in the development, implementation, evaluation, and refinement of programs, services, and initiatives related to technology integration.
- Assists in the development, implementation, review, and revision of the district's technology plan.
- Other duties as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of computers and related technologies as they apply to pre K-12 education.
- General knowledge of infrastructure requirements and components of local and wide area networks, Internet, intranets, and distributed learning.
- Ability to communicate effectively with all levels of school system staff.
- Ability to assist users and trainers with software and hardware direction, guidance, and vision-setting.
- Ability to establish evaluation strategies and implement formative and summative activities.
- Ability to train educators in the use of hardware and software
- Ability to lead technology planning efforts including activities to develop, implement, and evaluate both system and school technology plans.
- Assist in the management of financial resources.
- Ability to model 21<sup>st</sup> century technology integration skills.
- Ability to use data to make decisions to strengthen the integration initiative.

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**SUPERVISORY RESPONSIBILITIES:**

Manages technology lab personnel and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Supervises: technology lab staff and others as designated.

**SUGGESTED TRAINING AND EXPERIENCE:**

Master's Degree with teaching certification

**EVALUATION:**

This position will be evaluated in accordance with Board policy on Evaluation of Certified Staff Personnel.

**TERMS OF EMPLOYMENT:**

Extended Teacher Contract, salary based on individuals placement on the Teacher Salary Schedule



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