

# Technology Integration Specialist

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**POSITION:** Technology Integration Specialist

**REPORTS TO:** Director of Elementary Schools/Assessment

**CERTIFICATION:** WV Teacher Licensure and WV Technology Integration Specialist Certification

**EXPECTATIONS:** This individual works collaboratively with teachers and students to implement effective instruction and integrate curricular technology. A direct correlation shall be established linking instructional strategies and curricular technology identified within each school's five year strategic plan. The TIS is **not** responsible for monitoring and troubleshooting computer labs, maintaining computer networks, or providing technical support to schools or districts. As with any federally funded staff member, this individual may not cover classes and the time in the building should maintain an instructional focus (not supervising students during non instructional times).

**QUALIFICATIONS:**

- Valid teaching certificate in a related subject area;
- Minimum of Master's Degree;
- Minimum of three (3) years of successful teaching experience;
- Classroom management skills and effective communication and interpersonal skills;
- Experience with fundamental learning theories and methods of scientifically-based instruction blended with knowledge of technology;
- Experience with strategies for integrating technology into the curriculum such as interactive web activities, online resources, digital portfolios and other forms of classroom assessment as deemed appropriate;
- Experience with curricular technology strategies for project-based learning (PBL), differentiated instruction (DI), Response to Intervention (RTI), Adolescent Instructional Model (AIM), backward design, Learning Focused strategies, and 21<sup>st</sup> Century Learning; and
- Experience in conducting county professional development in technology integration.

**DUTIES AND RESPONSIBILITIES:**

- Assess technology knowledge and skill levels of staff;
- Identify software, curriculum, teaching strategies and other educational resources available to meet specific school, teacher and student needs;
- Participate in county and each school's strategic planning and school/county grant writing;
- Develop a technology component to the school's professional development plan, aligned with the school's grant proposal and five year strategic plan;
- Participate in development of county technology plan;
- Collaborate/coordinate with teachers to support the use of technology in delivery of curricula through a variety of instructional strategies;
- Adhere to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources;
- Analyze test data and to determine each school's curricular area of weakness and model the integration of technology into the instruction to improve the curricular area;
- Conduct staff development in the areas of technology integration, the new West Virginia Learning Skills and Technology Tools Content Standards and Objectives (*Policy 2520.14*), educator technology standards

as reflected in West Virginia *Policy 5310 Performance Evaluation of School Personnel* and various statewide technology resources as well as county/school software applications;

- Participate in meetings and professional development structured by the WVDE/county;
- Participate in professional development in regard to maintaining most current certification;
- Assess and report progress in student achievement based on accountability measures;
- Prepare and submit accurate reports in a timely manner, as required;
- Provide school/county professional development in technology integration;
- Conduct school/county parent involvement programs relating to technology integration;
- Monthly activity reports; E-Portfolios;
- Pre/Post TIS Professional Development Surveys;
- School Assessment for the Integration of Technology Monitoring Instruments;
- Confer with teachers (pre and post) to create action plans based on instructional observation and student performance;
- Trend analysis of targeted needs and student achievement from year to year;
- Presentation Showcase: A Year in Review Multi-Media Project focusing on technology integration and 21<sup>st</sup> century learning in the school and district;
- Collaborate with each school's technology team to develop the school's technology program;
- Participate in online courses; and
- Other duties as assigned.

**EMPLOYMENT TERM:** 210 days

**SALARY:** Based upon Fayette County teacher pay scale, degree, years of experience, plus \$7.50 a day. (Continuance of this position is contingent upon federal funding.)