

**MSAD #28  
JOB DESCRIPTION**

**TECHNOLOGY INTEGRATION TEACHER/SPECIALIST**

**QUALIFICATIONS:**

1. Bachelor's Degree
2. Relevant experience in computer applications, and systems management
3. Teaching experience
4. Maine Teacher Certification Computer Technology (680 Endorsement Code)

**DESIRED QUALIFICATIONS:**

1. At least three years of successful full-time experience with integrating classroom technology preferred. Graduate Degree or other advanced education in Instructional technology preferred.
2. Demonstrated capacity to be self-directed, and organized.
3. Demonstrates excellent interpersonal skills with the ability to work collaboratively, fosters teamwork and professionalism, demonstrates professional presence, and maintains an effective working relationship with a diverse staff and clientele.

**REPORTS TO:** Building Principal

**JOB GOAL:** Promotes the use of technologies to support student achievement. Provides leadership, staff development, and instructional support to all students, instructional staff and administrative staff. In addition, serves as a liaison between schools and district technology initiatives and school-based implementation and support for administrators and teachers, and students. To motivate each pupil to develop competencies, knowledge, and skills in instructional technology.

**PERFORMANCE RESPONSIBILITIES:**

1. Works with administration to develop a professional development plan for integrating technology across all classrooms and curriculum.
2. Works with administration to create and review existing policies and expectations for student device use and leads student orientation on appropriate use of devices.
3. Assist IT staff in the preparation, dissemination, maintenance, and collection of student and staff devices and associated equipment.
4. Collaborates with teachers in planning, creating, and implementing effective technology-infused, content-based lessons.
5. Provides assistance and training to building instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups.

6. Collaborates in the evaluation, selection, implementation, and maintenance of instructional technology hardware, software, and platforms.
7. Supports administration, teachers, and students in creating a culture of good digital citizenship.
8. Consult on the technology budget for computer resources, including hardware, software, learning resources and training needs.
9. Annual evaluation and reporting of the successful educational integration and its impact on our student's education.
10. Work with administration and staff from other schools within the district to coordinate technology integration efforts.
11. Collaborates with administration and guidance staff to provide workshops and/or other materials for parents on monitoring and supporting technology at home.
12. Continues professional development through membership in national, state and local professional organizations, keeping abreast of professional material and research and participation in educational opportunities.
13. Creates, teaches, assesses, and reports on appropriate grade level, relevant and meaningful learning experiences for all students. Maintains a classroom environment which supports, motivates and encourages learning, creativity and risk taking.
14. Assists administration and teaching staff with technical aspects of performance or broadcast of activities and events.
15. Performs other duties and responsibilities as may be assigned by the Building Principal and/or designee.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students.
3. Follows health and safety procedures established by the district.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Demonstrate the ability to communicate effectively.

**TERMS OF EMPLOYMENT:** As specified by contract

**EVALUATION:** Performance of this job will be evaluated in accordance with this document and assessment of annual goals by the Building Administration.

**History: Approved: 06/19/13**

Approved: May 19, 2021