

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** TECHNOLOGY INTEGRATION SPECIALIST **File 324**

**Reports To:** Executive Director of Educational Services

**Job Objectives:** The Technology Integration Specialist will assist teachers in elementary, middle and high school to enhance learning through improved integration of technology. The primary focus of the person in this position is to enrich and support teaching and learning while strengthening the technology skills of teachers and staff (and indirectly students) by providing leadership training and support in the integration of technology into the instructional program. The Technology Integration Specialist will also coordinate and facilitate the implementation of the district's technology integration plan.

**Minimum  
Qualifications:**

- Valid State of Ohio Department of Education license/certificate for the position (K-12 Technology Endorsement)
- Master's degree preferred.
- At least 5 years of teaching experience preferred.
- Extensive knowledge of teaching techniques, curriculum and adult learning.
- Effective organizational, planning and project management skills.

**Responsibilities  
and Essential  
Functions:**

- Works closely with classroom teachers to development lesson plans that incorporate the effective use of technology.
- Provides direct support to teachers by visiting schools on a regular basis, observing instruction, coaching and mentoring the integration of technology into instruction.
- Promotes the use of appropriate technology instructional tools in all academic areas.
- 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.
- Facilitates effective use of learning time by providing professional development related to:
  1. Maximize increased instructional technology time focused on student academic needs.

2. Provide professional development that ensures student engagement when providing differentiated re-teaching and focused interventions utilizing instructional technology.
- Design and deliver professional development activities related to the integration of technology and provide ongoing support with a focus on strategies that will improve daily instruction.
  - Create learning resources for teachers, staff and students. These may include web sites, tutorials, interactive programs and databases that support teachers in integrating technology.
  - Coordinates technology related grant projects, community outreach projects and funding.
  - Facilitates district wide technology integration efforts in promoting 21<sup>st</sup> century teaching and learning skills.
  - Maintain current knowledge of developments in the areas of online instructional technology and integration into the curriculum as it relates to 21<sup>st</sup> century learners.
  - Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field.

**Education  
Technology:**

- Serve as the district liaison to strengthen educational technology programming between the School Setting and the Technology Department.
- Insure educational software and hardware are being used at maximum effectiveness.
- Promote vision of technology-enabled teaching and learning that includes use of best practices and access to current information and technological tools.
- Understand and apply principles of adult learning to design and deliver relevant and differentiated professional development.
- Continue to support and keep current the AEVSD Vision Statement, Mission Statement and Acceptable Use Policy.
- Collaborate with teachers and administrators to create and implement programs and lessons that are aligned with and guided by Ohio Learning Standards.
- Demonstrate fluency and mastery using a wide range of digital tools in the education setting that help student centered learning and support diverse developmental, cultural, social and linguistic needs of students.

**Specific  
Training/Skills:**

- Understands how adults learn and can create engaging professional development opportunities for them.
- Ability to conduct a system wide analysis to determine the alignment of the district's curriculum with the National Technology Standards which will lead to greater alignment.
- Collects evidence of successful technology integration in order to build capacity within the school district.
- Strong technology skills in up-to-date computer software, including word processing, database, spreadsheet, web page development, presentation, digital video and audio editing, image processing and graphics applications.
- Experience using the most current and instructionally relevant instructional tools for teachers and assistive technology for students.
- Ability to coach, mentor and work cooperatively and effectively with others.
- Ability to communicate ideas and directives clearly and effectively both orally and in writing.
- Up-to-date knowledge of computer-related technology/equipment in order to assist with troubleshooting.

**Working  
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions:

- Balancing, bending, crouching, kneeling, lifting, reaching and standing.
- Exposure to adverse weather conditions, temperature extremes, air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.
- Working in proximity to moving mechanical parts.