

**RSU #63 TECHNOLOGY INTEGRATION SPECIALIST
JOB DESCRIPTION**

REPORT TO

RSU 63 Technology Coordinator

QUALIFICATIONS

Bachelor's degree in education or related field

Maine DOE Criminal History Records Check (CHRC)

2+ years teaching experience

Proficient in using current technology resources in a PK-8 educational environment

Demonstrated experience with effective classroom technology integration

JOB GOAL

Promote and support the use of the District's technology resources both in and out of the classroom to transform student learning and achievement. The primary role is to support teachers and students throughout the District in the integration of technology into the teaching and learning process by providing leadership, professional development, modeling, and coaching.

PERFORMANCE RESPONSIBILITIES

1. Provides direct support to teachers through personal classroom visitation, observation, coaching, mentoring, and troubleshooting.
2. Works closely with teachers in their respective classrooms with the development of lesson plans that encompass the use of technology to improve the quality of instruction and student engagement.
3. Assists educators in implementing Universal Design for Learning (UDL) in order for all students to have access to content area materials and choice in representing their knowledge and skill.
4. Stays current with knowledge of hardware, software, peripheral devices, and educational trends in technology and technology integration.
5. Serves as a source of information for trends, research, applications, and effective practices related to technology use within the curriculum.
6. Collaborates with appropriate instructional and technical staff to optimize the use of instructional software and technology resources to support quality teaching and learning.
7. Establishes and maintains positive, effective working relationships with teachers, students, and administrators.
8. Develops, coordinates, and delivers professional development to ensure that all educators are proficient in the use of the District's various instructional software and technology resources.
9. Assists in short and long-range technology planning as well as makes recommendations for the technology budget regarding effective instructional software and technology resources.
10. Shares knowledge of Google Chrome OS, Google Workspace applications (Gmail, Calendar, Drive, Docs, Sheets, Slides, Meet), MacOS, iOS, and Microsoft Office applications.
11. Provides professional development for teachers or other adults in the integration of technology for instruction and productivity using all of the following modes: modeling, one-on-one, small group, or large group.
12. Demonstrates enthusiasm for the use and teaching of technology.
13. Communicates clearly and effectively with others, translating technical knowledge to District staff and students with a broad range of experience/expertise levels.
14. Performs other technology related duties as assigned by the Technology Coordinator.

TERMS OF EMPLOYMENT

Mobility as needed to visit all district buildings and classrooms

Must be able to drive a personal vehicle or provide transportation suitable to accommodate responsibilities

20 hours per week

School year

Some evenings required

EVALUATION

Perform of this job will be evaluated by the Technology Coordinator with input from Building Principals.

REVIEWED AND AGREED TO BY:

Printed Name of Technology Integration Specialist

Date

Signature of Technology Integration Specialist