ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE
Technology Integration Specialist

QUALIFICATIONS

1. Licensed to teach in the State of Iowa
2. Strong communication and human relation skills
3. Effective organizational and leadership skills
4. Strong knowledge of and skills in instructional technology
5. Effective instructional skills for adults and students
6. A vision in sound technology curriculum and staff development process
7. Ability to co-teach in various content areas supporting technology
8. Valid Iowa Driver’s license

REPORTS TO
Superintendent or Designee

JOB GOAL
To ensure that all students learn at high levels. To create a technologically-rich environment for instruction and student learning that is adaptive, dynamic, digital, student centered, and authentic. Assist Information Technology Department in the smooth and efficient operation of technology resources so that the maximum positive impact on the education of our youth can be realized for both students and staff.

PERFORMANCE RESPONSIBILITIES

1. Provide teachers with strategies of how technology can be used to achieve ADM Community School District goals and expectations
2. Establish an environment encouraging creative and independent use of instructional technology
3. Encourage student development of skills in the use of instructional technology resources
4. Models effective use of technology in the classroom and media centers for teachers and students
5. Facilitates the use of existing and emerging technologies by staff and students
6. Work cooperatively with Curriculum Department and Building Principals to evaluate new curriculums and the integration of technology with those curriculums
7. Develop and refine K-12 Technology Curriculum and Standards, including Digital Citizenship
8. Plan professional development around technology and provide an ongoing tech PD vision
9. Develop vision for all District media centers and coordinate operations for them
10. Maintain an online repository for Tech Tips, Integration Resources, and Lesson Ideas
11. Promote use of district supported software
12. Co-teach and enable teachers to use instructional technology on their own
13. Keep informed of latest research, trends, and developments in education technology
14. Assume other duties and responsibilities as assigned by the Director of Technology
15. Operates in accordance with board policies and sees that all policies of the board pertaining to employee’s area of jurisdiction are implemented
16. Performs such other tasks as may be assigned by the board

PHYSICAL REQUIREMENTS
1. Mobility as needed to visit all district buildings and classrooms
2. Must be able to drive a personal vehicle or provide transportation suitable to accommodate responsibilities
3. Ability to occasionally lift equipment and supplies up to fifty pounds

WORKING CONDITIONS
1. Considerable in-district travel required
2. Occasional evening and Weekend work necessary

TERMS OF EMPLOYMENT
1. 11-month position
2. Salary and benefits to be established by the board

EVALUATION Performance of this job will be evaluated in accordance with provisions of board policies

Approved by Board of Directors 1/9/17

Revised