

ALEXANDER CITY SCHOOLS
JOB DESCRIPTION

JOB TITLE: Technology Integration Coordinator

REPORTS TO: Deputy Superintendent for Teaching and Learning

SUPERVISES:

QUALIFICATIONS:

1. Bachelor's degree in Education with a minimum of five (5) years of successful classroom experience
2. Successful experience using in the use of Instructional Technology

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to lead other in the creative uses of technology in the learning environment.
2. Strong collaborative skills and experience working effectively in a team environment with a customer service focus.
3. Ability to direct and coach with demonstrated effective interpersonal and leadership skills.
4. Excellent written and oral communication skills.

JOB GOAL:

To assist the principal and teachers in effectively implementing the instructional program through technology integration.

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with teachers to support their use of technology in delivery of curricula through a variety of instructional methods. In partnership, the Technology Integration Specialist and teacher will work toward integrating the use of hardware, software, and Internet resources in support of student learning.
2. Create learning resources for teachers, staff, and students. These may include Web sites, tutorials, interactive programs, and databases that support teachers in integrating technology.
3. Model lessons for teachers integrating grade level objectives, technology, and 21st century skills.
4. Assist with appropriate preparation/analysis/support for improvement of standardized state assessments.
5. Observe in classrooms with the express intent of identifying teacher strategies that can be enhanced in order to improve instruction.
6. Conference with Principal and other instructional leaders for the purpose of monitoring instruction as well as identifying target areas in need of in-service attention related to technology integration.
7. Leads district initiatives and collaborates across departments and functional areas to support adoption and implementation of technology in all aspects of school business, including those that improve teaching and learning and promote 21st Century skills.
8. Coaches classroom teachers, media specialists and instructional coaches to develop specific strategies for integrating technology into instruction.

- 9. Collaborates with members of administrative team to support student achievement through embedding technology in teaching and learning.
- 10. Works with Curriculum Department and Technology Department to ensure seamless coordination of district needs.
- 11. Adheres to local board policies, administrative procedures and other like directives, as well as state, federal and local laws.
- 12. Perform other such duties as required and/or assigned by supervisor.

PHYSICAL REQUIREMENTS:

N/A

TERMS OF EMPLOYMENT:

Length of the work year and hours of employment shall be those established by Board Policy or employment contract.

EVALUATION:

Performance of this job will be evaluated a minimum of once each year.

It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.

Signature: _____ Date: _____

Approved by Human Resources: _____ Date: _____