

LA GRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: Technology Integration Specialist
JOB GOAL: Provide support to classroom teachers and support personnel in using and integrating technology in classroom instruction.
REPORTS TO: Building Principal
QUALIFICATIONS: Illinois Teaching Certification with appropriate endorsements.
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Demonstrated knowledge of the Illinois State Standards and NETS standards.
2. Plan and carry out group and individual academic lessons, including 5th grade technology curriculum.
3. Be familiar with and support teachers in the integration of technology in the delivery of curriculum.
4. Identify trends in software, curriculum, teaching strategies and other educational areas and translate them into actionable instructional activities.
5. Assist teachers and students in the use of assistive technology.
6. Demonstrated ability in the use of a variety of technologies and applications.
7. Working knowledge of Internet etiquette, good network citizenship and data ethics.
8. Assess technology skill levels of students, teachers and staff and provide support to advanced understanding and the use of technology.
9. Create learning resources for teachers, students, and staff.
10. Understanding of adult learners and demonstrated ability to motivate and teach adults in a variety of instructional settings.
11. Promote a collaborative relationship with fellow teachers.
12. Execute goals and strategies detailed in the district technology plan.
13. Attend building staff meetings and applicable in-service professional development programs.
14. Coordinate community education activities.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated (annually, twice annually, or at least every two years in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT:

Length of contract, salary, and benefits as established by the Collective Bargaining Agreement.