

## **Technology Integration Specialist Job Description**

**General Description:** Technology Integration Specialists are the instructional technology liaisons for a department or departments. These Specialists fulfill their duty time as compensation.

### **Position Responsibilities:**

1. Assist in the implementation of the short-term and long-term school technology plans.
2. May be required to serve as a member of the Instructional Technology Committee or School Staff Development Committee.
3. Act as a resource person for staff regarding technology.
4. Conduct technology training during department, team or institute sessions in the school.
5. Demonstrate use of technology hardware (video projectors, document cameras, digital cameras, etc) to teachers.
6. Demonstrate the use of software.
7. Assist in the evaluation and recommendation of Software.
8. Work with teachers in Professional Growth Plans to improve technology use and Competencies.
9. Disseminate information to department members regarding available technology.
10. Communicate with counterparts at other schools including attendance at bi-yearly meetings.
11. Participate in workshops and conferences to update skills and knowledge regarding hardware, operating systems, software and instructional use of technology.
12. Perform other duties as assigned.

**Evaluation – by Team Leader or Department Head with input from the Director of Technology and Staff Survey**