

**WAYNE COUNTY SCHOOLS  
JOB DESCRIPTION**

- Position:** Technology Integration Specialist
- Evaluated by:** Coordinator of Technology Services/Title I Director
- Job Description:** The Technology Integration Specialist promotes the use of technologies to support student achievement in the K-12 classroom by providing training and support to staff on the effective use of said technologies in accordance with the West Virginia Learning Skills and Technology Tools Content Standards and Objectives (*Policy 2520.14*), educator technology standards as reflected in West Virginia *Policy 5310 Performance Evaluation of School Personnel*, and the county and school technology plans. This individual also assists in the aggregation and interpretation of district achievement data in order to evaluate the effectiveness of currently implemented technology based learning support tools and systems.
- Qualifications:**
- Holds a West Virginia Professional Teaching Certificate
  - Holds, or is willing to obtain, a Technology Integration Specialist Credential or Temporary Authorization
  - Must be willing to work a flexible schedule
  - Possesses effective communication and interpersonal skills
  - Demonstrates ability to operate technology and use standard software programs such as the Microsoft office suite
  - Possesses classroom management and organizational skills
  - Communicates effectively with users at all skill levels
- Length of Employment:** 220 Days
- Responsibilities:** The Technology Integration Specialist shall have the following responsibilities and duties:
1. To provide support, and training, facilitating the implementation of instructional technology designed to increase student achievement
  2. To provide leadership in the district's use of instructional technology to enhance learning
  3. To model the integration of technology in all curricular areas
  4. To assess the needs of our students and staff, and develop innovative strategies to meet these needs via technology
  5. To collaborate with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology
  6. To plan and work collaboratively with teachers
  7. To facilitate school participation in technology programs and activities
  8. To conduct staff development in the areas of technology integration, the new West Virginia Learning Skills and Technology Tools Content Standards and Objectives (*Policy 2520.14*), educator technology standards as reflected in West Virginia *Policy 5310 Performance Evaluation of School Personnel* and various statewide technology resources as well as county/school software applications
  9. To instruct students and staff in the effective use of ideas and information

10. To encourage and equip teachers with methods that promote the incorporation of information literacy into day-to-day instruction
11. To implement best practices related to the use of technology in classroom based on research, pilot programs, and state/national standards
12. To work with principals and school leadership teams to provide access to technology resources and services
13. To work with teachers and technology staff in the selection of resources that are compatible with the school technology infrastructure
14. To promote family, business, and community partnerships that support the academic success, career readiness and general well-being of all children
15. To adhere to and communicate copyright restrictions as well as other laws and guidelines pertaining to the distribution and ethical use of all software and media
16. To collaborate with School Technology Teams, to develop, implement, and update school instructional technology plans aligning with the county-level technology plan
17. To collaborate with teachers, administrative staff and students to evaluate and select resources addressing curricular needs and learning goals
18. To play a role in the schools' budgetary processes to ensure funding for the instructional technology program to support school-wide goals
19. To prepare and submit accurate reports as required
20. To provide leadership in the ongoing evaluation of the effectiveness of the instructional technology program
21. To follow a plan for professional development and actively seek out opportunities to grow Professionally in order to become more capable of doing the job
22. To maintain professional work habits
23. To perform other duties as assigned by the Director of Technology, Title I Director / or the Superintendent