

Caldwell – West Caldwell Public Schools

Job Description

Title: **Title I Technology Integrator**

QUALIFICATIONS:

1. Demonstrate knowledge of the process and strategies used in implementing instructional technology plans
2. Demonstrate knowledge of new computer, video, communication, web-based technologies, curriculum design, and working knowledge of instructional design and assessments
3. Demonstrate comprehensive knowledge of Google Apps for Education
4. Demonstrate the ability to listen to others and remain receptive to new ideas
5. Demonstrate sustained effort and enthusiasm in the quality and quantity of work
6. Demonstrate the ability to effectively educate/mentor technology users
7. Demonstrate the ability to establish and maintain positive, effective working relationships with staff, students, and the community
8. Demonstrate the ability to quickly acquire new knowledge regarding technology
9. Demonstrate ability to design and deliver technology-enhanced instruction

REPORTS TO: Director of Instructional Services

RESPONSIBILITIES:

1. Collaborate with teachers in composing effective technology-infused, content-based lessons, and supports the teachers as they implement the lessons in their classrooms
2. Promote model instructional practices and the role of technology in them
3. Articulate appropriate instructional technology practices as described in technology standards for students, and teachers

4. Provide assistance and training to building instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups. Collaborates in the evaluation, selection and implementation of instructional technology materials and software
5. Assist with technology training as part of collaborative school district staff development initiatives and supports regional and statewide initiatives such as NCLB, and the Technology Standards for teachers and students
6. Work with curriculum staff to develop and implement technology enhanced curriculum integration projects
7. Provide leadership in developing and implementing technology plans and serves on the building technology committee(s)
8. Coordinate technology related grant projects, such as the development of a K-5 expeditionary learning program
9. Participate in ongoing professional development related to job responsibilities and maintaining expertise in the field
10. Perform other duties as assigned