

**TECHNOLOGY INTEGRATION TEACHER**  
POSITION DESCRIPTION

**Description of Position**

The Technology Teacher, under the general supervision of the Principal, works with teachers and students to integrate technology into other curriculum areas. There will be a focus on teaching students responsible use of technology, use of the network and general computer skills. The technology teacher will provide staff development for certificated and classified employees that support the effective use of technology as a tool to enhance the district-adopted curriculum.

**Classification**      Certificated Employment

**Work Year**            187 Days

**1. Qualifications**

- 1.1 Valid California Teaching Credential.
- 1.2 Minimum of three years teaching experience.
- 1.3 Coursework in Educational Technology and/or practical experience in the classroom.
- 1.4 Experience in staff development programs – planning, implementing, evaluating and presenting to small and large group situations.
- 1.5 Familiarity with major hardware and software solutions for classroom and office use.
- 1.6 Ability to perform basic troubleshooting with Macintosh computers, video and other technology problems.
- 1.7 Use and demonstrate a variety of software in curriculum and business applications.
- 1.8 Ability to work independently and efficiently with and pupils and maintain effective working relationships with administrators, teachers, parents, and other staff members.
- 1.9 Ability to work with faculty to identify areas within the core curriculum that would be enhanced by integrating new technologies.

**2. Duties and Responsibilities**

- 2.1 Contributes to the development of goals, objectives, policies and procedures relating to technology.
- 2.2 Serves as mentor/trainer for new personnel at the school site to assess data management skills and training needs; provides training when indicated.



- 2.3 Coordinates with teachers to identify lessons in which to integrate new technologies.
- 2.4 Attends district and lead Site Technology Committee meetings.
- 2.5 Is responsible for contributions to school website(s).
- 2.6 Trains staff in the use of technology hardware and software at site meetings, staff development days, specialist meetings and in the one-on-one support program.
- 2.7 Prepares and makes recommendations regarding technology applications for curricular subject areas.
- 2.8 Teaches model lessons and assists in planning and implementation of other in-class technology based projects and lessons.
- 2.9 Is responsible for working with teachers to assess student technology proficiency.
- 2.10 Meets with teachers on a grade-level and individual basis to choose curriculum and technology standards that will be addressed.
- 2.11 Performs other duties as assigned.
- 2.12 Assist with technology grant writing as needed.
- 2.13 Keeps current on work email and website communications and technological proficiencies.
- 2.14 Keep current with new technologies.

### **3. Organizational Relationship**

- 3.1 Supervision/Evaluation – Principal