



EMPLOYEE NAME: \_\_\_\_\_

Created: 6/13; 10/14; 6/18; 9/18; 9/24; 12/25

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Cobb Virtual Academy Technology Integration Specialist	<b>JOB CODE:</b> 114B
<b>DIVISION:</b> Accountability, Research & Grants	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Cobb Virtual Academy	<b>WORKDAYS:</b> 204
<b>REPORTS TO:</b> Director, Cobb Virtual Academy (CVA)	<b>PAY GRADE:</b> CZ00, Based on CIT (4,5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> An experienced teacher-leader who provides program-wide instructional technology leadership through the development, coordination, and implementation of technology resources that support CVA student achievement. Provides technical support to CVA teacher and students for all areas of CTLS. Employs innovative problem-solving techniques to accomplish objectives.	
<b>REVISION DATE(S):</b> 9/24;12/25	

### REQUIREMENTS:

1.	Educational Level: Bachelor's degree in education or related field required; master's preferred
2.	Certification/License Required: Valid Georgia Teaching Certification required
3.	Experience: Minimum of five years teaching experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Proficiency in Microsoft 365, ability to develop, write and implement online lessons , online teaching or experience building curricula for online courses (preferred), knowledge of National Standards for Quality Online Learning, strong knowledge of state and local standards, knowledge of instructional strategies for student success in online learning environments, and ability to work independently on a deadline with great attention to detail.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists in organizing and managing the course development and review process focusing on appropriate technology, selection and integration.
3.	Oversees the customization, implementation, communication, and support of applications and tools used by CVA.
4.	Reviews and provides quality assurance testing to validate technology integration and functionality.
5.	Identifies, selects, and tests instructional technology tools to meet the needs of students with varying backgrounds, learning styles, and special needs.
6.	Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
7.	Creates an online environment that is conducive to student learning by identifying online learning challenges and working with CVA staff to implement solutions.
8.	Assumes responsibility for meeting course and program student performance goals.
9.	Collaborates with local schools, district office staff, and other key partners to assess, create, implement, and support digital content development in CTLS.
10.	Researches, recommends, and assists CVA staff with existing and emerging technology to enhance the level of adaptability, usability, and interactivity in CVA courses.
11.	Meet regularly with CVA administrators regarding technology implementation and evaluation.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_