



EMPLOYEE NAME: _____

Created: 6/11 Revised: 10/12; 8/15; 6/16; 6/18; 11/20; 5/22

JOB DESCRIPTION

POSITION TITLE: Lead Technology Training Integration Specialist	JOB CODE: 445D
Division: Technology Services	SALARY SCHEDULE: Teacher
DEPARTMENT: Technology Services Instructional Technology	WORKDAYS: 188
REPORTS TO: Director, Instructional Technology	PAY GRADE: CIT 4, 5, 6, or 7
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides district-wide educational technology leadership through the development, coordination, and delivery of resources that support student academic achievement; supports implementation of instructional initiatives through collaboration with district-level leadership; assists with the development of programs in research-based technological and pedagogical best practices to yield high levels of achievement; provides leadership and support to the Director, Instructional Technology.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree in education, Instructional Technology, or related field required; Master’s degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 3 years teaching experience which includes a minimum of 2 years utilizing classroom technology integration
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; knowledge of instructional strategies, knowledge of technology hardware and software; ability to create and deliver technology training

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

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance and demonstrates the ability to maintain positive professional working relationships with others.
2.	Assists in the implementation of District and local school technology initiatives.
3.	Coordinates and assists identified TTIS personnel to ensure effective coverage and support.
4.	Responsible for assisting the Director of Instructional Technology in the interviewing and hiring of perspective candidates and new employees for the Instructional Technology Department.
5.	Provides input to performance objectives and performance reviews of subordinate personnel in the Instructional Technology Department.
6.	Supports and informs the delivery of instruction in schools to create a rigorous, relevant, and engaging instructional program through targeted support and implementation of innovative technological solutions focused on high levels of student achievement.
7.	Models 21 st Century learning skills, methodologies, and digital classroom tools in support of the Georgia Performance Standards, the ISTE standards, and the 21 st Century learning standards.
8.	Provides strategies for integrating 21 st Century high priority technology standards for students into the K-12 curriculum and aids/strategies with schools for technology integration to enhance administrative tasks, teaching, and learning.

9.	Coordinates services and resources to foster a 21 st Century learning environment through the integration of instructional technology that supports GPS/CCS.
10.	Works with schools, district office personnel and other key partners to assess, create, and implement technology integration.
11.	Collaborates on the local and district level to implement a comprehensive instructional technology plan; assesses the outcomes and suggests decisions for next steps based on analysis of levels of implementation and student outcomes.
12.	Develops, coordinates, and/or delivers professional development programs utilizing district approved software to support the local school strategic plan and/or district strategic plan.
13.	Assists schools in utilizing student technology literacy data to improve instruction and increase proficiency.
14.	Maintains an active awareness of emerging trends and participates in professional development/professional learning communities and research activities related to instructional technology to improve professional knowledge and instructional integration of technology tools.
15.	Submits departmental reports to monitor progress and maintain other records related to service responsibilities.
16.	Exemplifies and models ISTE Coaching Standards (Visionary Leadership; Teaching, Learning & Assessments; Digital Age Learning Environments, Digital Citizenship; Professional Development & Program Evaluation; and Content Knowledge and Professional Growth).
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____