

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Technology Integration Specialist

REPORTS TO: Supervisor of Academic Computing

JOB SUMMARY: To provide leadership, training, modeling, and support in the integration of technology into the classroom and the curriculum to support the teaching and learning process.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Conducts faculty workshops, models lessons, and provides co-teaching opportunities in using technology to assist the teaching and learning process.
4. Assists in the selection of software, Internet resources, and technology-enabled educational activities using the approved department procedures.
5. Will be available to meet with department chairs, team leaders, and principals to ensure consistent integration and sharing of technology best practices across grade levels and subject areas.
6. Assists faculty and office staff in the productive use of technology and its integration in the classroom environment.
7. Provides recommendations in the purchase of new computers, peripherals, and software using approved department procedures.
8. Works with appropriate staff in the testing and evaluation of new hardware and software tools as applied to the curriculum, before they are purchased using approved department procedures.
9. Promptly reports hardware and network repair issues to the appropriate technical staff.
10. Works collaboratively with Support Technologists to maintain an up-to-date school technology inventory.

11. Participates in conferences and/or professional development opportunities to maintain current knowledge of best practices in the area of technology integration.
13. Maintains current knowledge with the PA Academic Standards for Science and Technology and the application of the technology standards to all content areas.
14. Maintains current knowledge with the ISTE standards for students, teachers and administrators and the application of the ISTE standards to the classroom and educational Work-place.
15. Collaborates with faculty regarding their needs for both the student and teacher image, and submits this information to the Supervisor of Academic Computing. Tests and validates the image, and provides feedback to the Supervisor of Academic Computing.
16. Communicates special needs for the building image to the building support technologist and/or the Supervisor of Academic Computing, and validates the changes once they are completed.
17. Performs other professional duties as assigned by the Supervisor of Academic Computing.

QUALIFICATIONS: PA teaching certification; completed PDE Instructional Technology Specialist Certificate; experience in using technology in the classroom (prefer at least three years; experience in curriculum writing and the development of educational activities (technology- and non-technology-based); expertise in the creation, maintenance, and use of Internet-based teaching and learning resources; experience in conducting staff development in educational technology; expertise in specific technologies used in the Bethlehem Area School District; experience with a variety of software and Internet-based educational resources; studies to keep technical and educational skills and knowledge current; exercises initiative and solves problems on a daily basis

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental

conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

CLASSIFICATION: Professional staff; Bethlehem Education Association/teaching position; Cabinet Code – T.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

08/12/08 RLL/FJA