MUSCATINE COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Technology Integration Specialist
EMPLOYEE UNIT: Muscatine Education Association
FUNDING SOURCE: Teacher Leadership and Compensation System (TLC Funds)
FUNCTIONAL AREA: Teacher Leadership
REPORTS TO: Supervisor of Technology
STATUS: One-year non-recurring contract

NORMAL WORK DAY: Schedule is based on a normal teacher contract day. Additional expected time: 9 days (72 hours). These hours would be in addition to the teacher contract and will be determined at the district level. This leadership role will receive a yearly stipend of $7,000.00. ICs will report five days (40 hours) prior to the start of the teacher contract. The remaining 4 days (32 hours) will occur during the school year and at the discretion of the building administrator.

CERTIFICATION REQUIREMENTS AND QUALIFICATIONS

1. Licensed to teach in the State of Iowa
2. Valid Iowa Driver’s license
3. Effective organizational and leadership skills
4. Strong knowledge of and skills in instructional technology
5. Effective instructional skills for adults and students
6. A vision in sound technology curriculum and staff development process
7. Strong communication and human relation skills

OBJECTIVE

To ensure that all students learn at high levels. To create a technologically-rich environment for instruction and student learning that is adaptive, dynamic, digital, student-centered, and authentic. Assist Information Technology Department in the smooth and efficient operation of technology resources so that the maximum positive impact on the education of our youth can be realized for both students and staff.

JOB DUTIES

1. Provide teachers with strategies of how technology can be used to achieve Muscatine Community School District goals and expectations
2. Establish an environment encouraging creative and independent use of instructional technology
3. Encourage student development of skills in the use of instructional technology resources
4. Models effective use of technology
5. Facilitates the use of existing and emerging technologies by staff and students
6. Work cooperatively with the Curriculum Department and Building Principals to evaluate new curriculums and the integration of technology with those curriculums
7. Work collaboratively with district Teacher Librarians to develop and/or refine K-12 Technology Curriculum and Standards, including Digital Citizenship
8. Plan professional development around technology and provide an ongoing tech PD vision
9. Maintain an online repository for Tech Tips, Integration Resources, and Lesson Ideas
10. Promote the use of district supported software
11. Use Co-teaching and other strategies to build teacher confidence in the use of instructional technology
12. Keep informed of the latest research, trends, and developments in education technology
13. Assume other duties and responsibilities as assigned by the Supervisor of Technology
14. Operates in accordance with board policies and sees that all policies of the board pertaining to employee’s area of jurisdiction are implemented
15. Performs such other tasks as may be assigned by the board

**PHYSICAL REQUIREMENTS**
1. Mobility as needed to visit all district buildings and classrooms
2. Must be able to drive a personal vehicle or provide transportation suitable to accommodate responsibilities
3. Ability to occasionally lift equipment and supplies up to fifty pounds

**WORKING CONDITIONS**
1. Considerable in-district travel required
2. Occasional evening and weekend work necessary

**TERMS OF EMPLOYMENT**
1. 9-month position
2. Salary and benefits to be established by the board
EVALUATION

Performance of this job will be evaluated in accordance with provisions of board policies

American Disabilities Act Statement

Employee must be capable of working under stress with large numbers of students, parents and co-workers. Lack of mobility may limit locations. Mental acuity is required and mental and physical ability to manage and lead adults is required.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to handle and/or feel objects, tools or controls; talk and hear. The employee frequently must squat, stoop or kneel, reach above the head and forward 0 to 24 inches and on occasion up to 36 inches. The employee continuously uses hand strength to grasp items. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds 0 to 12 feet and occasionally up to 20 feet, such as curriculum materials, desks, chairs, and boxes. The employee will sometimes push/pull items such as tables and carts. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus while supervising students and working with computers, written materials, reports, assessment data, etc.

WORKING ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The position requires the commitment of professional working hours that may require the employee to extend beyond a typical 8:00 a.m. to 4:00 p.m. workday. The employee will frequently work in different areas of the classroom including in/at desks, on or near the floor, standing, in movement while supervising indoor and outdoor activities, etc. The employee will usually work in indoor temperatures but will work outdoors when supervising students outside of the classroom.

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

Supervisory/Management skills:

Number of people reporting to you:
Directly: None  Ultimately: None
Specific skill expertise:

1. Able to work well with and lead teachers, counselors, parents, students, and other job-related persons.
2. Must be able to collect, synthesize, and clearly deliver student achievement data to administrators, teachers, and other appropriate stakeholder groups.
3. Ability to work within the job description with independence and to make judgments and decisions.

The statements contained herein describe the scope of the responsibilities, essential functions, physical requirements, and working conditions of the Technology Integration Specialist position, but should not be considered to be an all-inclusive list. An employee serving in the Technology Integration Specialist position may perform other duties as assigned. Nothing in this job description restricts the District’s right to assign or reassign duties and responsibilities to the Technology Integration Specialist position at any time. A copy of this job description will be given to the employee serving as Technology Integration Specialist and a copy of this job description will be placed in that employee’s personnel file. The employee understands the responsibilities, essential functions, physical requirements, and working conditions of the Technology Integration Specialist position and affirms the employee can perform the essential functions of the Technology Integration Specialist position without accommodations or with the following accommodations:

TERMS OF EMPLOYMENT:  Bondable and other general conditions.

Printed Name: ______________________________________

Signed: ______________________________________

Date: ______________________________________