

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

Educational Technician II Technology Integrator for Teachers

TITLE: Educational Technician II Technology Integrator for Teachers

QUALIFICATIONS:

Education/Certification:

1. Documentation of at least two years of post-secondary education or a combination equivalent to 60 hours of approved study in an educationally related field.
2. Hold a valid Maine Department of Education, Educational Technician II (022) authorization.

Skills:

- Familiarity with Mac OS X and the MLTI program is desirable.
- Experience working with technology in an educational setting.
- Experience with professional development and adult learners
- An understanding of key learning theories and methods of instruction, and their relation to technology integration.
- Familiarity with methods for integrating technology into the curriculum such as Web Resources, digital content, digital video, blogs, wikis, etc.
- Experience with effective technology teaching strategies in teaching software and hardware skills.
- Technology skills in up-to-date computer software, including (but not limited to) word processing, database, spreadsheet, Web page development, presentation, digital video and audio editing, image processing, and graphics applications.

REPORTS TO: Technology Integrator Manager

JOB GOAL: The primary job function will be to work with teachers to integrate technology into their classroom. The successful candidate is an experienced educator who possesses a combination of good academic and technical knowledge.

PERFORMANCE RESPONSIBILITIES:

We define a technology integrator as a 35 hour/week, school-based position whose primary concern is empowering teachers to harness the power of technology integration for student learning.

Responsibilities may include but are not limited to the following:

- Collaborate with teachers to support their use of technology in delivery of curricula through a variety of instructional methods.
- Provide teachers the support they need to modify their instruction, and tap into the potential of technology to enhance teaching and learning.
- Create learning resources for teachers, staff and students. These may include Web sites, tutorials, interactive programs and databases that support teachers in integrating technology.
- Participate in the selection of appropriate technological resources to augment class content
- Assess technology skill levels of students, teachers and staff.
- Train teachers to use technology and software effectively

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

Educational Technician II Technology Integrator for Teachers

- Assist students with technology-related activities or projects.

EQUIPMENT USED:

Instructional materials, computers, typewriter, copier, laminator, paper cutter, binding machine, overhead/LCD projector, TV/VCR units, laser disc, slide projectors, camcorders, fax machine, tape recorder, telephone, elevator, calculator, personal communication devices.

WORKING CONDITIONS:

Mental Demands: organizing, analyzing, planning, designing, documenting, coordinating, flexibility, adaptability, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 50 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, outside, working around moving objects, working with students, working alone

Willingness and ability to work with others – to share and cross-train with others in order to promote the concept of ‘teaming’ and the ‘team approach’ in order to meet the District needs.

TERMS OF EMPLOYMENT:

Per negotiated CEEA collective bargaining agreement

EVALUATION:

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which job goals are met. The Administrator/Director will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 9, 2009