

Technology Integration Trainer

JOB DESCRIPTION

POSITION TITLE MINIMUM

TECHNOLOGY INTEGRATION TRAINER

QUALIFICATIONS

- Experience in delivery of staff development with technology integration
- Knowledge of current instructional technology including curriculum alignment with NJSCCS
- Proficiency with various software such as presentation packages, data base, spreadsheet, word processing, graphics, internet/e-mail, teacher utility programs such as (CLASSxp and Integrate Pro)
- Possesses strong technical skills with the ability to effectively troubleshoot software, hardware and networking problems
- Ability to establish and maintain collaborative working relationships with school administrators, teachers and support personnel
- Ability to work effectively with limited supervision
- Effective communication and interpersonal skills
- Organizational and long-term planning skills
- Available for after school and weekend training

REPORTS TO JOB GOAL(S)

Director of Educational Media & Technology

The individual holding this position needs to have a broad and thorough knowledge of the district network, district hardware and district software programs. However, the primary focus of the position is to train instructional staff to successfully integrate technology into the curriculum, and thus insure district compliance with State core curriculum requirements relating to the use of technology to support differentiated instruction.

PRIMARY RESPONSIBILITIES

1. Collaborates with teachers in the design, integration, and evaluation of materials and lessons utilizing technology
2. Demonstrates and models opportunities for the integration of technology in content area classrooms in all curriculum areas
3. Facilitates school participation in technology programs and activities
4. Assists teachers in the development of technology integration curriculum planning
5. Recommends available education technology resources for teachers and students
6. Conducts staff development in the areas of technology curriculum integration for teachers
7. Assists support staff utilizing and integrating software to facilitate job responsibilities
8. Collaborates with the school library media specialist to provide leadership in the school's use of information technology resources to enhance learning
9. Creates and distributes pertinent educational technology information to staff
10. Follows a plan for professional development and actively seeks out opportunities to grow professionally
11. Assists Director of Educational Media & Technology with implementation of the staff development offerings and programs

WORKING RELATIONSHIPS Administrators, faculty and other department members

OF THE POSITION

TERMS OF EMPLOYMENT 10 Months

Salary as per SOMEA Agreement