



Job Description

Technology Integration Specialist

Expected Length of Commitment: Two Years

Job Summary

A Technology Integration Specialist is primarily responsible for coaching, training and developing training materials to help teachers and other instructional staff effectively integrate technology in their instruction, assessment and curriculum development.

The specialist collaborates with Director of Instructional Programs, section directors, the Director of Technology, the Library Director, and teachers to plan training, coaching, and co-teaching. Specialist takes initiative to communicate with all administrators and teachers from Nursery to 12th grade and satisfies their integration needs with varied training strategies such as whole school training, group specific training, and individual training. Specialist investigates, evaluates, and disseminates information on best practices for technology integration, sources of information on trends, research, and applications related to technology use in the educational setting. Specialist is expected to promote a professional learning community in this subject area. Performance evaluation is based on periodic administrator and teacher satisfaction surveys. The Technology Integration Specialist reports directly to the Director of Instructional Programs.

Essential Duties

1. Identifies technology integration competencies among teachers, in collaboration with school administrators.
2. Delivers appropriate coaching, training, and resources to support the professional growth of individuals.
3. Focuses support on school sections as determined by section principals (i.e. for the 2016-2017 school year, support will be focused on the elementary and high school sections)
4. Maintains a current knowledge of technology integration strategies and coaching pedagogy.
5. Fosters both an appreciation and understanding of how technology can impact student learning.
6. Advises teachers on the use of various technology tools to aid content comprehension, differentiation, and remediation.
7. Supports the 1:1 Macbook program to ensure that distribution, communication, training, and usage is aligned with the needs of the section principal and the TechCenter.
8. Participates in the school improvement process through goal setting, data analysis, and measurement of progress for instructional improvement.
9. Attends and actively participates in the ITAC and section staff meetings.
10. Determines the needs of individual students, and develops methods of incorporating interactive technology to improve and enhance their learning.

11. Provides extra support for new students entering ASFG after the 7th grade due to the specific needs of the MacBook program.
12. Coordinates with the Tech Center for ensuring the smooth and successful deployment of new technologies aligned with the goals of the Director of Technology.
13. Provides first tier technology support to teachers during collaboration.
14. Provides a monthly report of activities to contribute to the Board Academic Technology Report.
15. Performs any other related duties as assigned by the Supervisor.

Minimum Qualifications

Must possess a Bachelor's or Master's degree and a current teaching credential or 12 semester hours of educational credits in their teaching area. Must possess a minimum of three years of classroom teaching experience. Must possess an in-depth knowledge of instructional technologies and their effect on student learning. Must possess effective instructional delivery techniques and excellent communication skills. Must possess the ability to coach and train teachers. Must possess the ability to communicate effectively verbally and in writing (communication in English and Spanish is preferred). Must possess the ability to establish and maintain effective working relationships with students and staff. Knowledge of technology including computers, hardware, software and the Internet are necessary skills.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Technology Integration Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor or other appropriate administrator. The American School Foundation of Guadalajara A.C. reserves the right to update, revise or change this job description and related duties at any time.