

**FLEMINGTON-RARITAN REGIONAL SCHOOLS**  
**JOB DESCRIPTION**

**TITLE:**                                   **Technology Integration Specialist**

**QUALIFICATIONS:**

1.     Valid New Jersey K-8 certificate and/or special area certification of eligibility.
2.     At least three years of successful full-time experience as a classroom teacher preferred.
3.     Experience delivering and integrating technology in instructional programs K-8 preferred.
4.     Two years professional development experience educating teachers or other adults in the integration of technology for instruction, management, and productivity using all of the following modes: modeling, one to one, small group, or large group preferred.
5.     Strong interpersonal and communication skills.
6.     Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

**REPORTS TO:**                           Supervisor of Educational Technology and/or Building Principal

**JOB GOAL:**                           Utilizing leadership, advocacy, and collaboration, Technology Integration Specialist (TIS) will use the [ISTE Standards for Coaching](#) in order to best assist and model technology integration throughout the district at all grade levels and in every content area.

- Visionary Leadership
- Teaching, Learning, and Assessments
- Digital Age Learning Environments
- Professional Development and Program Evaluation
- Digital Citizenship
- Content Knowledge and Professional Growth

**PERFORMANCE RESPONSIBILITIES:**

1.   ***Knowledge, Skills, Abilities***
  - a.   Demonstrates knowledge of both NJSLA and ISTE Standards for Teachers, Students and Coaches, and best instructional practices and strategies.

- b. Demonstrates a strong client focus and willingness to grow and continue to learn.
- c. Demonstrates the ability to learn, share, and collaborate online with professional learning communities through social media.

2. ***Key Duties and Responsibilities:***

- a. Conducts peer coaching observations and provides informal feedback to promote reflection and growth in teachers' use of technology in the classroom.
- b. Provides positive feedback and assists in the implementation of programs designed to encourage the use of innovative technology practices.
- c. Inspires and participates in the development and implementation of a shared vision for the comprehensive integration of technology to promote excellence and support transformational change throughout the instructional environment.
- d. Assists teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students.
- e. Creates and supports effective digital age learning environments to maximize the learning of all students.
- f. Participates in needs assessments, develops technology-related professional learning programs, and evaluates the impact on instructional practice and student learning.
- g. Models, teaches, and promotes digital citizenship.
- h. Demonstrates professional knowledge, skills, and dispositions in content, pedagogical, and technological areas as well as adult learning and leadership.
- i. Assists with writing technology into all curricula where and when appropriate.
- j. Teaches assigned grade level/subject reflecting the New Jersey Student Learning Standards; utilizing the course of study adopted by the Board of Education.
- k. Develops lesson plans and instructional materials to provide individualized and small group instruction.
- l. Adapts the curriculum and differentiates instruction to meet the needs of each student using strategies such as inquiry, group discussion, lecture, discovery, and cooperative learning structures.
- m. Plans and paces lessons appropriately to best utilize the available time for instruction.
- n. Provides lesson plans which allow the learning process to continue for students in the teacher's absence.
- o. Sets high expectations for student achievement and behavior.
- p. Collects and interprets formative assessment data in order to differentiate instruction to meet students' learning needs.

**3. Other Professional Responsibilities**

- a. Sets high expectations for student achievement and behavior.
- b. Presents a positive role model for students that supports the mission of the school and district.
- c. Keeps informed of and complies with state, city and school regulations and policies for classroom teachers.
- d. Compiles, maintains, and files all reports, records, and other documents required. Responsible for checking district email at least daily.
- e. Maintains and submits a log utilizing the format provided by the Supervisor of Educational Technology to demonstrate all activities (e.g. model lessons, collaborative lesson planning, coaching observations, meetings, workshops presented, curricula revisions recommended, etc.) that support technology integration in the classroom.
- f. Attends and participates in faculty, grade level and district wide meetings and serves on staff committees as requested.
- g. Works collaboratively with colleagues at the grade level and/or within the department or designated special area as assigned by immediate supervisors.

**TERMS OF**

**EMPLOYMENT:** Salary for a ten-month year with compensation terms as per FREA Agreement.

**EVALUATION:** Performance of this job will be evaluated annually as assigned by the Superintendent in accordance with Board's policy on evaluation

Approved by: **Board of Education**

DATE: **11/23/15,**

Revised: **5/2/22**