

## MARION COUNTY JOB DESCRIPTION

Position Title: Technology Integration Coordinator

Job Class: 7472

Department: District Wide

Reports To: Superintendent/District Technology Coordinator

Approved By: Marion County Board of Education

Date: 5/11/2023

**SUMMARY:** Under the direction of the Superintendent/District Technology Coordinator this position of Technology Integration Coordinator promotes the use of technologies to support student achievement in the pre-K-12 classroom. The Technology Integration Coordinator provides leadership, staff development, and support to staff. In addition, the Technology Integration Coordinator serves as a liaison between school and district technology initiatives and school-based implementation and support for administrators and teachers. The Technology Integration Coordinator provides the essential support needed to complete technology-based instructional management and productivity functions. The Technology Integration Coordinator collaborates with appropriate staff to support, manage, optimize the use of software, and network resources to support quality teaching and learning. This skilled professional works independently and collaboratively with colleagues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Operates and troubleshoots technology devices, software, and network infrastructure.
- Collaborates in evaluating, selecting, and implementing instructional technology materials and software.
- Plans and assists with technology training as part of collaborative school district staff development initiatives.
- Provides leadership in developing and implementing technology plans and serves on the building technology committee(s).
- Provides management of user accounts established by district and state.
- Adheres to and maintains security standards.
- Assists school personnel with maintaining an up-to-date inventory of devices and technology equipment.
- Supports the teachers and students with technology.
- Assists and shares technology practices as described in technology standards for students and teachers.
- Collaborates with staff to ensure infrastructure and tools are available to carry out school and technology initiatives.

- Remains current regarding advancements in technology tools and resources to inform decision-making.
- Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field.
- Participates in workshops and meetings required by the Department of Instructional Technology and Information Service.
- Performs such other tasks and assumes other responsibilities as the Superintendent/Superintendent Designee may assign.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCES:** A minimum of two (2) years in technical training, certifications, or comparable experience.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical brochures, and/or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff members and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**TECHNOLOGY SKILLS:** Ability to use technology effectively in a school setting. Ability to use hands for grasping and repairing devices. Ability to use technology to support instruction, access and manipulate data, enhance professional growth and productivity, communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to effectively organize people and materials.

*PHYSICAL DEMANDS: The physical demands described there 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 sit, talk, and hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job includes close vision, distance vision, and the ability to focus. The ability to travel to other buildings and cities is required. The position requires the individual to sometimes work irregular or extended hours to meet multiple demands from several people.

*WORK ENVIRONMENT: The work environment characteristics 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 allow individuals with disabilities to perform the essential functions.*

The noise and activity level in the work environment is moderate. The employee will be required to meet deadlines, interact with the public and staff, and at times, work irregular hours.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*