

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

- I. JOB TITLE: High School Technology Integration Specialist
- II. CERTIFICATION/QUALIFICATIONS: As set by state certification authorities; Minimum 5 years teaching experience
- III. WORK YEAR: 10 months
- IV. REPORTS TO: High School Housemaster and Chief Academic Officer
- V. JOB GOALS: To assist teachers at the high school level to enhance learning through improved integration of technology.
- VI. PERFORMANCE RESPONSIBILITIES:
 - A. Professional Knowledge
 - 1. Skilled in team management.
 - 2. Knowledgeable about instructional design.
 - 3. Communicates clear goals and strategies to integrate technology into instruction.
 - 4. Demonstrates an understanding of key learning theories and methods of instruction and their relation to technology integration.
 - 5. Familiarity with methods for integrating technology into curriculum (e.g. Web Quests, online resources, digital portfolios (including online coursework) and other forms of assessment.
 - 6. Experience with effective technology teaching strategies in teaching software and hardware skills.
 - 7. Possesses technology skills in up-to-date computer software, including word processing, database, spreadsheet, Web page development, presentation, digital video and audio edition, image processing and graphics applications.
 - B. Instructional Coach
 - 1. Effectively implements instructional sessions and uses appropriate instruction techniques with adults.
 - 2. Effectively organizes time, space, materials and equipment for instruction.
 - 3. Establishes a positive learning environment.
 - 4. Provides meaningful reinforcement in application of knowledge and skills.

C. Professional Responsibilities

1. Meets professional responsibilities:
 - a. Cooperates with fellow teachers, administrators, and supervisory staff.
 - b. Maintains the ethics of the profession.
 - c. Works with staff during the regular school day in classrooms, as well as during professional learning times as presentations to teachers. Additional responsibilities in the area of professional learning may be assigned as needed for other school levels.
2. Participates in a meaningful and continuous process of professional development