

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, JULY 2015**

**JOB TITLE: Digital Integration Specialist
Elementary School Position
OFFICE OF INSTRUCTION**

GENERAL STATEMENT OF JOB

Under limited supervision, participates in the development and implementation of curricular standards to encourage appropriate integration and utilization of technology in District instruction; assists K-5 grade educators in developing lesson plans and activities involving the use of technology, and performs related professional and technical work as required. Reports to the Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides assistance and leadership in planning the integration of curriculum-based technology in District instructional programs for K-5 grade teachers and students.

Shares resources for technology integration with faculty.

Works with educators to develop lesson plans and activities involving the use of technology to meet educational goals; locates digital resources for units of study; demonstrates / models effective technology teaching; meets with individual teachers and small faculty groups to discuss curriculum, suggest ways to use technology in the delivery of curriculum, and to support teachers as they actively use technology in their classrooms. Works with students in the classroom setting to support the integrated curriculum.

Plans, coordinates, schedules and teaches school-level and District-wide instructional technology workshops, in-service training, staff development sessions and other opportunities to assist with technology integration.

Assists in coordinating the work of technology teacher leaders; conducts monthly meetings; assists in providing leader resources and training.

Researches and consults on technology resources, emerging technologies, and media resources; reports recommendations as requested.

Assists in evaluating and selecting equipment, software, hardware, instructional CD-ROMS, digital cameras, interactive whiteboards, classroom performance systems and other technologies.

Develops instructional strategies using instructional technology across all content areas.

Selects and/or prepares technology materials related to educational programs; creates instructional handouts and materials.

Serves on school and district Technology Leadership teams and/or technology committees.

Works in collaboration with Instructional Technology Coordinator and Specialist.

Assists in planning, coordinating, scheduling and implementing technology-oriented graduate and re-certification courses for K-5 grade teachers, media specialists and administrators.

Provides professional user support and assistance as needed by teachers and staff; performs simple maintenance and troubleshooting procedures on equipment.

Assists teachers in researching grant funds to support selected technology projects and programs.

Represents the department and District at various meetings as appropriate.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Prepares and/or processes administrative reports, presentation materials, curriculum / tutorial materials, and various other records, reports, memos, correspondence as needed.

Operates a variety of equipment such as computers, printers, network equipment, modems, peripherals, audio-visual equipment, copier, calculator, telephone, typewriter, etc.; uses clerical, copier, computer supplies, and small hand tools.

Interacts and communicates with various groups and individuals such as the immediate supervisor, Superintendent, other District administrators and staff, school administrators and staff, State Department of Education personnel, various committees, government agencies, vendors / service providers, and the general public.

Attends training, seminars and conferences, etc., as necessary to maintain and enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Moves, sets up and arranges computer equipment and audio-visual equipment as needed.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in elementary education or related field supplemented by three to four years of experience in educational technology services, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. A valid S.C. teaching certificate is required. Must possess a valid state driver's license.