

**Shell Knob School District
Shell Knob, Missouri**

Job Title: Technology Integration Specialist

Qualifications: *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.*

Reports to: Superintendent

Job Goal: Works directly with teachers in the training and support of district technology. Is responsible for diagnosing district/technology learning needs and developing action plans to support the integration of technology in the classroom. Responsible for identifying, evaluating and implementing new technology for instructional purposes.

Performance Responsibilities:

1. Provide training and support to staff with the following:
 - New technology hardware and software
 - Learning Management System
 - Formative and Summative Assessments
 - Professional Development for staff regarding technology proficiency and integration
 - One to One Computing
 - Student Information System

SUPERVISORY RESPONSIBILITIES: Provide training and support to staff. Keep the Superintendent informed of the program needs and activities.

EDUCATION and/or EXPERIENCE: The minimum of a Bachelors' Degree and a valid Missouri teaching certificate. Demonstrates knowledge of curriculum development process and procedures. Successful teaching and leadership experience, and/or commensurate experience in integrating technology.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Missouri Teaching Certificate.

LANGUAGE SKILLS: Ability to read, analyze and interpret various documents, journals as they relate to the education of a student and the development of a teacher. Be able to communicate related information about curriculum, instruction, and educational technology.

PHYSICAL DEMANDS: The physical demands 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 enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand and walk. Specific vision abilities

required by this job include close vision, depth perception and the ability to adjust focus. Some driving is required. Frequent writing is required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually relatively quiet.

The information contained in this job description is for compliance with the Americans 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.

Shell Knob School District #78 School District is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.