

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	5	2	

JOB TITLE	CONTRACT REFERENCE
Technology Integration Coordinator	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Superintendent	January 2010

JOB SUMMARY Assume overall leadership for integrating technology best practices into professional practice. Develop and organize professional development for technology integration.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Deliver group and individual professional training related to technology integration.
2.	Promote the use of best practices in technology as a tool for improving student achievement.
3.	Research and become proficient in latest appropriate practices and tools, hardware and software, and apply as appropriate in Fridley Schools.
4.	Problem-solve with staff in implementing technology in the classroom.
5.	Ensure proper documentation is maintained for the technology portion of the global studies grant.
6.	Assist in making recommendations for hardware and software purchases as it relates to the global studies grant.
7.	Coordinate with the DP and MYP Coordinators in developing appropriate classroom technology applications which strengthen the delivery of curriculum.
8.	Organize and arrange possible necessary out of district training and possible site visits related to technology implementation in the classroom.
9.	Assist in coordinating visits from program evaluators and other schools and districts.
10.	Assist with appropriate and timely communications related to the technology portion of the global studies grant to staff, students, and parents.
11.	Facilitate cooperative interaction and collaboration of the professional staff as it relates to technology implementation.
12.	Assist in working with community partners as it relates to technology.
13.	Serve on the district global studies administrative team.

JOB TITLE

Technology Integration Coordinator

CONTRACT REFERENCE

Individual Contract

– Page 2

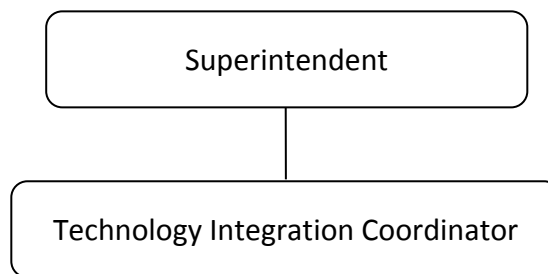
14.	Assist in overall evaluation of the global studies implementation process.
15.	Perform other duties as assigned.
16.	Responsibilities may adjust within these areas, and/or may shift to other areas somewhat as the global studies program is developed.

MINIMUM QUALIFICATIONS (Specific training or job experience required before appointment)

1. Minnesota teaching license
2. Evidence of experience in technology integration

Preferred

1. Master's Degree
2. Experience in training adult learners
3. Experience in curriculum development

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

.....

WORK DIRECTION

ADVISE/INFORM

-.-.-.-

PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.