

## **Instructional Technology Integration Specialist**

### **Job Description:**

The Instructional Technology Integration Specialist works cooperatively with the Administration and Technology Coordinator to implement the current technology goals as outlined by St. Margaret Technology Plan. The candidate provides training and support to the faculty/staff on technology integration. He/she will provide student computer instruction as outlined by the course of study, for computer education, for the Archdiocese of Baltimore. The candidate will also provide technology assistance to all users of technology within the school.

### **Responsibilities:**

#### **Faculty Instruction and Assistance**

- Conducts individual assessment of faculty knowledge of basic technology skills
- Meets bi-monthly with faculty to provide one-on-one instruction for technology skills and lesson plan development to include assistance with selection of resources
- Models the integration of technology in all curriculum areas when possible
- Maintains a technology binder for all faculty to include assessment of skills, notes of one-on-one instruction and teacher self-evaluation sheet for completed lessons
- Assists classroom teacher with technology to include but not limited to PowerSchool and PowerGrade in the classroom or lab setting
- Serves as source of information on trends, research, applications, and effective practices related to technology use within the curriculum
- Provides formal instruction to allow teachers to obtain MSDE credits

#### **Student Computer Instruction**

- Provides formal instruction to students at assigned grade levels as outlined by the Technology Course of Study from the Archdiocese of Baltimore
- Assesses student knowledge base for new students and provides individual or small group instruction
- Inputs grades using PowerSchool/PowerGrade for computer classes as well as subject area technology assessments

- Makes recommendations to the Technology Coordinator for the purchase of effective resources for faculty, staff and students

#### Technology Assistance

- Install and configure computer software when needed
- Troubleshoot problems and provides support to all users
- Checks computer cart sign out and delivers the cart to classes at the Middle School
- Other duties as assigned
- Facilitates school participation in special instructional technology activities such as parent technology night and parent technology class opportunities

#### School Activities

- Attendance at core instructional meetings with the Technology Coordinator and Administration
- Attendance at all faculty meetings
- Other duties as noted on the annual contractual agreement

#### Qualifications:

Position requires a Master Degree in Instruction Technology or Computer Field with Teacher Certification. The desired candidate should have instructional technology experience in an educational setting. The candidate must have instructional knowledge of elementary school software and the Microsoft Office package. Excellent written and oral communication skills are necessary. Candidate should possess a willingness to work with adults one-on-one or in a group setting. The willingness to work as part of a team is essential.

Salary: Commensurate with certification and experience

The Philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message-to love and respect the rights of all people. It is therefore the policy of St. Margaret School that it shall not discriminate on the basis of sex, race, color, age, religion and/or national origin in the administration of policies, program, or hiring practices.