

CAPE ELIZABETH SCHOOL DEPARTMENT  
Job Description

TITLE: Technology Integrator

QUALIFICATIONS: Maine Department of Education Teacher Certification appropriate for grade-span

REPORTS TO: School Administrator **in collaboration with Director of Educational Technology**

SUPERVISES: N/A

JOB GOAL: To support administrators, teachers, students, and families in the implementation of digital technology.

PROFESSIONAL RESPONSIBILITIES:

1. Support teachers in their use of technology to enhance learning:
  - a. Address software issues and minor hardware issues; and
  - b. Prepare for and provide professional development;
2. Assure implementation of the K-12 Digital Technology learning targets, including through **coteaching and** direct instruction to students, as appropriate;
3. Identify software resources; collaborate with teachers, school administrators, and the Director of Teaching and Learning on evaluating resources for curricular suitability and with the ~~Technology Coordinator~~ **Director of Educational Technology** on evaluating them for hardware, software, and systems compatibility; ensure student and staff enrollment in selected resources;
4. Support administrators, teachers, students, and parents, as appropriate, with software resources; assist in the distribution and setup of hardware to administrators, teachers, and students;
5. Collaborate with other technology integrators and the Director of Teaching and Learning to ensure consistent design and revision of the K-12 Digital Technology **and Computer Science** curriculum;
6. Collaborate with the ~~Technology Coordinator~~ **Director of Educational Technology** and other members of the district administrative team on long-range planning for technology equipment;
7. **Work with Director of Educational Technology to plan for and** conduct ongoing evaluation of technology resources and make budget recommendations **for the schools and districtwide**;

8. Assist administrators and teachers with implementation of online assessments;
9. Serve as the school's webmeister;
10. Attend school-based leadership team meetings, as appropriate;
11. Participate in ACTEM, regional, and national technology conferences as well as professional learning groups to stay current on emerging digital technology; and
12. Perform duties expected of other positions covered by the Cape Elizabeth Education Association Collective Bargaining Agreement.

TERMS OF EMPLOYMENT: As described in the current Collective Bargaining Agreement between the Cape Elizabeth School Board and the Cape Elizabeth Education Association. Five additional days are provided to fulfill the professional responsibilities delineated above.

EVALUATION: Performance of this job will be evaluated in accordance with School Board policy and the appropriate Educator Performance Evaluation and Professional Growth ~~Plan~~ **System**.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved: September 8, 2020

Amended: