

Job Title: Technology Integration Specialist

Reports To: Director Of Technology

Job Type: Full Time

Job Description:

Under the supervision of the Director Of Technology, the essential function of the Technology Integration Specialist is to facilitate the integration of technology in Pre-K-12 education with an emphasis on technology blended learning environments. The Technology Integration Specialist provides ongoing professional development related to integrating technology within the core curriculum areas, models effective instructional strategies using technology, and leads discussions with teachers on the latest research on technology integration. The Technology Integration Specialist has a specific emphasis on working with educators to ideate, develop, and deliver programs and learning experiences via the school's blended learning environment using Canvas LMS, G Suite for Education, and other education technology tools. The Technology Integration Specialist also assists program directors in the development and delivery of education technology programs and services including A-JIS After School Programs, Computer Science curriculum, and more.

ESSENTIAL JOB DUTIES

Blended Learning Environments

- **Develop** organisational capacity for online and blended program delivery in Canvas LMS with emphasis on Secondary School programs.
- **Identify** professional development opportunities associated with technology integration and blended learning environments including Canvas LMS and deliver appropriate training, support and resources to support professional growth of adult learners.
- **Develop, maintain, and implement** frameworks related to Digital Literacy, Blended Learning Environments, Computer Science, Technology Professional Development and more.
- **Model** the effective design and implementation of technology-enhanced learning experiences using a variety of research-based, learner-centered instructional strategies, resources, and assessment tools.
- **Model** the effective use of technology tools and resources to systematically collect and analyse student achievement data, interpret results, and communicate findings to improve instructional practice and maximize student learning.
- **Model** and promote diversity, cultural understanding, and global awareness by using digital-age communication and collaboration tools to interact locally and globally with students, peers, parents, and the larger community.
- **Conduct** focused classroom demonstration lessons, observations and provide specific feedback to teachers related to technology integration.
- **Coordinate** action research in collaboration with teachers and PLT/PLC groups to evaluate the effectiveness of technology integration activities.
- **Maintain** up to date knowledge and resources for effective technology integration strategies.

Program Support

- **Assist** in the development and delivery of both internal and external facing education technology programs and services in collaboration with program leaders across the organisation.
- **Provide** training and professional development to teachers in the delivery of education technology programs and mastery of computer science and other technology subject specific areas.
- **Function** as the Master Trainer for BSD Technology programs included as part of A-JIS After School Program Digital Discovery activities.
- **Collaborate** with education faculty and administration to leverage ideas for education products, services, and learning experiences into published artifacts hosted in the schools digital learning environment.

Technology Integration and Support

- **Develop and administer** device management programs and protocols using MDM software in order to promote the effective integration of technology in classroom environments via a combination of device management software, configurations, protocols and teacher training.
- **Meet and collaborate** with academic coordinators, information literacy specialists, and other education experts regarding opportunities for technology integration with school curriculum and programs.
- **Keep abreast and knowledgeable** of digital age learning environment models including the flipped classroom, face to face, online, collaborative classroom and blended learning forms of instructional delivery, technology skills, and instructional strategies.
- **Develop and maintain** a collection of just-in-time instructional technology resources for teacher self-development, technology integration, curriculum and assessment delivery, learning support needs and more.
- **Evaluate** student technology strengths, interests, and areas for support in collaboration with classroom teachers and provide specific recommendations for technology integrated learning opportunities.
- **Collaborate** with CFI members in other technology domains to advance cross-departmental and cross-organisational technology initiatives.
- **Coordinate** technology purchasing in collaboration with education, technology, and business stakeholders as necessary to support organisational objectives and program specific needs.
- **Provide** Level I technical support to students, parents, and employees of the organisation including basic computer, printer, and other instructional tools maintenance and troubleshooting.
- **Provision and administer** user accounts and perform routine maintenance of technology systems including LMS, SIS, and other software based services, including software licenses.
- **Ensure** equipment readiness for online testing situations and support individual, class, year level and whole school electronic assessment administration.
- **Maintain** a variety of files, documents and/or records (e.g. reports, logs, databases, agreements, licenses, copyrights, departmental reporting, etc.) for the purpose of documenting activities, providing written references, and complying with mandated requirements.

ADDITIONAL JOB DUTIES

Professional Development

- **Organise, advocate for, and assist** school faculty and staff in undertaking technology related professional development activities and certifications including G Suite Certified Educator, Apple Teacher, ISTE Certified Educator and others as determined relevant by organisational leadership.
 - **Identify, develop, deliver, and facilitate** training programs and workshops for faculty and staff aimed at improving technology integration, the use of instructional technology, and enhancing use of the organisation's blended learning environment.
 - **Engage** in professional development and training programs in order to maintain and improve technical skill sets and industry knowledge in a way which emphasises the integration of technology and education.
-