

**PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE
KINGWOOD, WV 26537
304-329-0580 FAX 304-329-0720**

NOTICE OF VACANCY FOR 2010 - 2011 SCHOOL YEAR

Posting Date:	January 5, 2011	Closing Date:	January 12, 2011
Title:	Technology Integration Specialist		
Employment Term:	2010-2011 School year	School:	Valley Elementary
Budget Source:	Critical Skills Grant	Salary:	Based upon degree/experience

This position is subject to a reduction in force at the end of the 2010- 2011 school year.

Application Process: Submit a bid sheet, letter of interest and a resume' to the personnel office by 4:00 p.m. eastern time on the closing date by mail, email or fax.

JOB DESCRIPTION TECHNOLOGY INTEGRATION SPECIALIST (TIS)

EXPECTATIONS: This individual works collaboratively with teachers and students to integrate technology and instruction. The TIS is **not** responsible for monitoring and troubleshooting computer labs, maintaining computer networks, or providing technical support to schools or districts. This individual may not cover classes and the time in the building should maintain an instructional focus. (not supervising students during non instructional times)

CERTIFICATION: WV Teacher Licensure + WV Technology Integration Specialist Credential or Temporary Authorization OR willing to pursue TIS credential.

RESPONSIBLE TO: Directly responsible to the respective principal and the district Title I Coordinator.

DUTIES AND RESPONSIBILITIES RELATED TO TIS POSITION

- Assess technology knowledge and skill levels of staff;
- Identify software, curriculum, teaching strategies and other educational resources available to meet specific school, teacher and student needs;
- Participate in school strategic planning and grant writing;
- Develop a technology component to the school's professional development plan, aligned with the school's grant proposal and five year strategic plan;
- Collaborate/coordinate with teachers to support the use of technology in delivery of curricula through a variety of instructional strategies;
- Adhere to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources;
- Model the integration of technology in all curriculum areas
- Conduct staff development in the areas of technology integration, the new West Virginia Learning Skills and Technology Tools Content Standards and Objectives (Policy 2520.14), educator technology standards as reflected in West Virginia Policy 5310 Performance Evaluation of School Personnel and various statewide technology resources as will as county/school software application;
- Participate in meetings and professional development structured by the WVDE;
- Participate in professional development in regard to maintaining most current certification;
- Assess and report progress in student achievement based on accountability measures; and
- Prepare and submit accurate reports in a timely manner as required.

P 10/11 123

PRE-REQUISITE SKILLS

In addition to experience in the aforementioned responsibilities, the candidate should have:

- Teaching experience; classroom management skills and effective communication and interpersonal skills;
- An understanding of fundamental learning theories and methods of instruction blended with knowledge of technology;
- Expertise with strategies for integrating technology into the curriculum such as interactive web activities, online resources, digital portfolios and other forms of classroom assessment as deemed appropriate; and
- Experience with efficient technology strategies for project-based learning (PBL), differentiated instruction (DI), response through intervention (RTI) and backward design.

Accountability for this position is determined through the utilization of the following methods:

- Monthly activity reports; E-portfolios
- Pre/Post TIS Professional Development Surveys
- School Assessment for the Integration of Technology Monitoring Instruments
- Onsite classroom observation and monitoring
- Trend analysis of targeted needs and student achievement form year to year
- Presentation Showcase: A Year in Review Multi-Media Project focusing on technology integration and 21st Century Learning in the school district.

Equal Employment Opportunity:

As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquires may be referred to the Title IX Coordinator, Preston County Schools, 300 Preston Drive, Kingwood, WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.