



**YAZOO COUNTY SCHOOL DISTRICT**  
**District-Wide Technology Academic Integration Specialist**  
**JOB DESCRIPTION**

- POSITION TITLE:** District-Wide Technology Academic Integration Specialist
- TITLE of SUPERVISOR:** Director of Technology  
Assistant Superintendent
- SALARY:** Salary is reflective of the Yazoo County School District Salary Schedule.
- QUALIFICATIONS:**
- (1) Bachelor’s Degree in education required;
  - (2) Experience in educational technology required;
  - (3) Experience working with adult learners and providing differentiated professional development opportunities in terms of academic content integration with instructional technology;
  - (4) Must have a valid Mississippi teaching license and no less than three years classroom traditional/non-traditional teaching experience;
  - (5) Requires experience using Learning Management Systems such as Canvas and other digital platforms;
  - (6) Experience with a range of software, hardware, and operating systems (Windows, Mac, Chrome, Android, iOS); and
  - (7) An administrative endorsement is advantageous; however, not required.

**JOB SUMMARY:**

The Instructional Technology Specialist is a creative and dynamic instructional leader helping facilitate the integration of all of the available digital tools, the learning management system, and the best instructional practices. Both a big picture thinker and a hands-on implementer, the Instructional Technology Specialist engages with administrators, educators, support personnel, parents, and students to extend responsible and creative uses of technology. This position of Technology Integration Specialist promotes the use of technologies to support student achievement in the preK-12 classroom. The Technology Integration Specialist provides leadership, staff development, and instructional support to all instructional and administrative staff. In addition, the Technology Integration Specialist serves as a liaison

between school and district technology initiatives and school-based implementation and support for administrators and teachers. This position requires a strategic thinker with strong communication, organization, and interpersonal skills, and the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology in the district's curriculum and instruction.

## **GENERAL DUTIES AND RESPONSIBILITIES:**

- (1) Identify school educational technology needs, barriers and weaknesses; develop, organize and implement solutions for students, teachers, staff and administrators;
- (2) Collaborates with teachers in composing effective technology-infused, content-based lessons, and supports the teachers as they implement the lessons in their classrooms;
- (3) Works with curriculum staff to develop and implement technology enhanced curriculum integration projects;
- (4) Promotes model instructional practices and the role of technology in them;
- (5) Articulates appropriate instructional technology practices as described in technology standards for students, and teachers;
- (6) Researches and maintains awareness in advances in academic and instructional technologies;
- (7) In collaboration with the Assistant Superintendent and the Director of Technology, coordinate and provide professional learning opportunities focused on effectively integrating of technology into academic programs;
- (8) Coordinates, leads, and delivers professional learning opportunities to meet the diverse learning needs of the entire staff as it relates to integrating technology into academic programming throughout the Yazoo County School District;
- (9) Create and facilitate school-based, high-quality professional development, working with teachers to refine their knowledge and skills in using technology to support and enhance teaching and learning-- Training may include in-class instruction, one-on-one meetings and facilitated group workshops;
- (10) Collaborates with School Administrators, Library Media Specialists, and staff to ensure infrastructure and tools are available to carry out school and technology initiatives;
- (11) Broad general knowledge of curriculum, curriculum development, and instructional best practices;
- (12) Knowledge of current and popular educational technology tools;
- (13) Collaborates in the evaluation, selection and implementation of instructional technology materials and software;
- (14) Act as a technical mentor and guide to faculty in the development and maintenance of new technology-based curricula and in applying technology to instructional processes;
- (15) Support the carrying out of the District's strategic plan for use of technology;
- (16) Maintain knowledge of and communicate current research findings and forecasts related to the effective use of technology in the school's educational program;
- (17) Champion changes in curriculum design and delivery in conjunction with administrators and lead teachers;
- (18) Improve student engagement, student achievement and digital literacy skills through instructional technology coaching, co-teaching, collaborating and consulting with teachers, building administrators and other district personnel;
- (19) Initiate and promote the use of new technologies;
- (20) Actively engage in new educational technology development activities, including conferences and workshops;

- (21) Create, lead and support a district wide professional learning community/network in technology practices;
- (22) Assist in maintaining and updating the District's webpage, the schools' webpages, and all social media outlets;
- (23) Work with student clubs and activities to support educational technology outside of the classroom;
- (24) Ability to adapt to new systems and applications as the need arises;
- (25) Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to instructional technology; and
- (26) Coordinates technology related grant projects and community outreach projects.

## **COMPETENCY IN METHODS AND PRACTICE:**

- (1) Possess a proven track record effectively managing a 21st Century learning environment and positively impacting student achievement;
- (2) Possess strong verbal and written communication skills;
- (3) Possess strong interpersonal, technology, customer service, and presentation skills;
- (4) Demonstrate the ability to listen to others and remain receptive to new ideas;
- (5) Demonstrate the ability to address criticism in an appropriate manner and develop constructive outcomes;
- (6) Demonstrate sustained effort and enthusiasm in the quality and quantity of work;
- (7) Demonstrate the ability to effectively educate/mentor technology users;
- (8) Demonstrate the ability to establish and maintain positive, effective working relationships with staff, students, and the community;
- (9) Demonstrate effective time management, organizational skills, and prioritization of work to meet the needs of the users;
- (10) Organizes time, energy and workload in order to meet responsibilities and complete paperwork with due consideration for the priorities among the various responsibilities;
- (11) Demonstrate initiative, flexibility, and the ability to work independently;
- (12) Strives to improve professional expertise in area of specialization;
- (13) Self-directed learner with strong problem solving capabilities with capacity to learn independently;
- (14) Observes and follows all Yazoo County School District policies and procedures;
- (15) Exhibits professionalism and commitment through punctuality and attendance; and
- (16) Participates and performs in other duties as assigned by Yazoo County School District.

## **THE SPECIFIED WORK ENVIRONMENT CAN/WILL INCLUDE:**

- (1) Time will be spent working in all four schools in the Yazoo County School District; and
- (2) Must be able to travel to different locations; usually within the county;