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06.14.22  
YAZOO COUNTY SCHOOLS

**YAZOO COUNTY SCHOOL DISTRICT**  
**District-Wide Pre-Kindergarten through 5<sup>th</sup> Grade Technology Technician  
and Academic Integration Specialist**

**JOB DESCRIPTION**

- POSITION TITLE:** District-Wide Pre-Kindergarten through 5<sup>th</sup> Grade  
Technology Technician and Academic Integration Specialist
- TITLE of SUPERVISOR:** Director of Technology  
Assistant Superintendent
- SALARY:** Certified Teacher Pay Scale – 220 Day Contract – Salary is  
reflective of the Yazoo County School District Board Approved  
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) Possesses extensive experience using Learning Management  
Systems such as Canvas and/or other digital platforms;
  - (6) Possesses varied experience with a range of software, hardware,  
and different operating systems (Mac, Chrome, Android, iOS; etc.);  
and
  - (7) An administrative endorsement is advantageous; however, not  
required.

**JOB SUMMARY:**

The District-Wide Pre-Kindergarten through 5<sup>th</sup> Grade Technology Technician and Instructional Academic Integration Specialist is a creative, dynamic, and multi-faceted instructional leader who is an integral position in helping facilitate the integration of all of the available digital tools, the learning management system, and models daily best instructional practices, as well as, assists daily in the school’s micro-computer systems and other areas that may require trouble-shooting and technology expertise.

Both a big picture thinker and a hands-on implementer, this position engages with administrators, educators, support personnel, parents, and students to extend responsible and creative uses of

technology. Additionally, this position promotes the use of technologies to support student achievement in the preK-5<sup>th</sup> grade classroom.

Also, this position provides leadership, professional development, and instructional support to all instructional and administrative staff. Finally, this position serves as a liaison between school and district technology initiatives and provides school-based implementation and support for administrators and teachers at differentiated levels of skill-sets according to need.

In summary, 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 AS DEFINED IN THE TECHNOLOGY TECHNICIAN ROLE:**

- (1) Installs and/or works with vendor personnel on the installation of hardware and peripheral components;
- (2) Installs, troubleshoots, and configures access points, POS system, etc.;
- (3) Loads specified software packages such as operating systems, word processing packages, spreadsheet programs, and replaces defective and/or inadequate software packages;
- (4) Assists with Google admin console configuration issue(s) (i.e. push out apps; add and updates users; etc.);
- (5) Assists with the Fixed Asset tracking and property management inventory as it relates to technology items;
- (6) Adds allowed devices to the wireless DHCP filter to allow connectivity through MAC filtering;
- (7) Troubleshoots and installs software on interactive panels, 3D printers, etc.;
- (8) Troubleshoots data cards, issues with audiovisual equipment, and switch port configuration issues with the IT Director;
- (9) Installs and configures VOIP phones for new and current users;
- (10) Instructs users in basic use of equipment, software, and manuals;
- (11) Answers, with surety, inquiries in person, via email, via telephone, and via text concerning all systems of operation in a timely manner;
- (12) Recommends or performs minor actions to correct and trouble-shoot problems based on knowledge of system operation;
- (13) Continually consults with all administration regarding problems with equipment performance, output quality, maintenance schedule, and replacement schedule;
- (14) Investigates and is able to recommend the purchase of technology equipment (hardware) and software applications;
- (15) Provides on-site technology assistance to faculty and staff;
- (16) Configures, troubleshoots, and maintains the District's camera security system;
- (17) Assists in the configuration of remote door security devices;
- (18) Refers major hardware problems to vendor service personnel for correction and work with vendor personnel to ensure problems are corrected;
- (19) Actively engages in training sessions, technical conferences, and seminars to stay abreast of new cutting-edge software and hardware product developments and keep administrators apprised of such new technologies;
- (20) Serves in a role of promoting cybersecurity and digital citizenship with all administration, faculty, staff, and students (ALL users);
- (21) Assists the Technology Director in updating the Technology Vision and Plan for the District;
- (22) Completes and files, with the appropriate agencies, required paperwork that relates to computer support technology; and

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(23) Performs other duties, as defined and assigned, by the Technology Director and/or the Assistant Superintendent.

**GENERAL DUTIES AND RESPONSIBILITIES AS DEFINED IN THE DISTRICT-WIDE PRE-KINDERGARTEN THROUGH 5<sup>TH</sup> GRADE TECHNOLOGY ACADEMIC INTEGRATION SPECIALIST ROLE:**

- (1) Identifies school educational technology needs, barriers, weaknesses;
- (2) Develops, organizes, and implements solutions for students, teachers, staff and administrators;
- (3) Collaborates with teachers in composing effective technology-infused, content-based lessons, and supports teachers as they implement the instruction in their classrooms;
- (4) Works with school-site administrators and the lead teacher to develop and implement technology-enhanced curriculum integration projects;
- (5) Promotes and is able to model instructional best practices and the role of technology in them;
- (6) Articulates appropriate instructional technology practices as described in technology standards for students and teachers;
- (7) Researches and maintains awareness in advances in academic and instructional technologies;
- (8) In collaboration with the Assistant Superintendent and the Director of Technology, coordinates and provides professional learning opportunities focused on effectively integrating of technology into academic programs;
- (9) Coordinates, leads, and delivers professional learning opportunities to meet the diverse learning needs of the entire faculty and staff as it relates to integrating technology into academic programming throughout the Yazoo County School District;
- (10) Creates and facilitates 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;
- (11) Collaborates with school administrators, the library media specialist, faculties, and staff to ensure infrastructure and tools are available to carry out school and technology initiatives;
- (12) Possesses a broad general knowledge of curriculum, curriculum development, and instructional best practices;
- (13) Possesses knowledge of current and popular educational technology tools;
- (14) Collaborates in the evaluation, selection, and implementation of instructional technology materials and software;
- (15) Acts 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;
- (16) Supports the carrying out of the District's Strategic Plan for the best use of technology;
- (17) Maintains knowledge of and communicates current research findings and forecasts related to the effective use of technology in the school's educational program;
- (18) Champions changes in curriculum design and delivery in conjunction with administrators and lead teachers;
- (19) Improves 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;
- (20) Initiates and promotes the use of new technologies;
- (21) Creates, leads, and supports a district-wide professional learning community/network in technology practices;
- (22) Coordinates, maintains, and continually updates the District's webpage, the schools' webpages, and all social media outlets;
- (23) Improve the quality and the branding of the YCSD via different online and offline channels;

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- (24) Establishes and maintains cooperative relationships with consumer, community, employee, and public interest groups;
- (25) Writes press releases and prepares information for the media to promote the YCSD;
- (26) Responds to requests for information from the media;
- (27) Directs and/or helps coordinate the preparation of all school district publications (except student publications) including, but not limited to, recruitment brochures, orientation brochures for new teachers and staff members, as well as publications for parents;
- (28) Prepares and edits organizational materials, including employee newsletters and other publications for internal and external audiences;
- (29) Builds and maintains targeted media lists, and nurtures relationships with key reporters;
- (30) Maintains open lines of communication with all community organizations;
- (31) Provides counsel to the Superintendent on public relations consequences related to shifts in existing programs and policies;
- (32) Collaborates with external stakeholders including public affairs offices, consumer organizations, and professional societies;
- (33) Stays abreast of current professional practices through participation in the National School Public Relations Association, the Mississippi School Public Relation Association, and through reading and on-line educational materials;
- (34) Works with student clubs and activities to promote and support educational technology outside of the classroom;
- (35) Possesses the ability to adapt to new systems and applications as the need arises;
- (36) Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to instructional technology; and
- (37) Assists in technology-related grant projects and community outreach projects.

**COMPETENCY IN METHODS AND PRACTICE IN BOTH ROLES:**

- (1) Possesses a proven track record effectively managing a 21st Century learning environment and positively impacting student achievement;
- (2) Possesses a strong command of verbal and written communication skills;
- (3) Possesses strong interpersonal, technology, customer service, and presentation skills;
- (4) Demonstrates the ability to listen to others and remain receptive to new ideas;
- (5) Demonstrates the ability to address criticism in an appropriate manner and develop constructive outcomes;
- (6) Demonstrates sustained effort and enthusiasm in the quality and quantity of work;
- (7) Demonstrates the ability to effectively educate/mentor ALL technology users;
- (8) Demonstrates the ability to establish and maintain positive, effective working relationships with staff, students, and the community;
- (9) Demonstrates 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 priorities among the various responsibilities;
- (11) Demonstrates initiative, flexibility, and the ability to work independently;
- (12) Strives to improve professional expertise in area of specialization;
- (13) Possesses evidence of a self-directed learner with strong problem-solving capabilities with the capacity and willingness 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:**

Time will be spent working in the two elementary school sites – Bentonia Gibbs Elementary School and Linwood Elementary School in grades Pre-Kindergarten through the 5<sup>th</sup> Grade involved in the aforementioned tasks and responsibilities above.

**REVISED AND UPDATED ON JUNE 12, 2022**

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