



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Media Technology Specialist

QUALIFICATIONS:

- WV Professional Teaching Certificate
- Endorsement for grades K-6/7-12 (Based on school(s) served as posted)
- Experience integrating technology into curriculum
- Experience with/knowledge of best practices related 21st Century Learning Skills
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

SUPERVISORS: Principal, Technology Director

PURPOSE: To provide training and support to the staff on 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 well as county/school software applications. Also, to assist in the implementation of the county and school technology plans.

DUTIES/RESPONSIBILITIES:

- Leads in the school's use of instructional technology to enhance learning
- Models the integration of technology in all curriculum areas
- Assesses learning and information needs of students and staff
- Collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology
- Plans and works collaboratively with teachers
- Facilitates school participation in technology programs and activities
- Conducts 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 well as county/school software applications
- Instructs students and staff in the effective use of ideas and information
- Incorporates information literacy into day-to-day instruction

- Follows a plan for professional development and actively seeks out opportunities to grow professionally
- Upgrades professional knowledge and skills on a continual basis
- Implements best practices related to technology use in the school program based on research, pilot programs, and state/national standards
- Works with the principal and school leadership team to provide access to technology resources and services at point of need
- Works with teachers and technology staff in the selection of resources that are compatible with the school technology infrastructure
- Assists with planning the design of the technology infrastructure so that information resources are continually available to the school community
- Promotes family, business, and community partnerships that support the academic success, career readiness, and general well-being of all children
- Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources
- Provides leadership and collaborates with the School Technology Team to develop, implement, and update a school instructional technology plan aligned with the county-level technology plan
- Collaborates with teachers, media and technology staff, and students to evaluate and select resources addressing curricular needs and learning goals
- Plays a role in the school's budgetary process to ensure funding for the instructional technology program to support school-wide goals
- Leads in the ongoing evaluation of the effectiveness of the instructional technology program
- Prepares and submits accurate reports as required
- Carries out non-instructional duties as assigned and/or as needed to ensure student safety
- Possesses effective communication and interpersonal skills
- Demonstrates ability to operate technology equipment and use standard software programs such as word processor, presentation software and spreadsheets
- Possesses organizational skills
- Exhibits classroom management skills
- Communicates effectively with all levels of technology users
- Performs other duties as assigned