

Technology Integration Coordinator

Job Responsibilities:

- *Professional Development:*
 - Lead professional development for staff and faculty regularly
 - One on one with faculty & staff
 - Monthly workshops
 - Bring in specialists for special staff development time/workshops/etc.
 - Make how-to-guides available on school website
 - Participate in regional and national conferences

- *Planning & Co-Teaching:*
 - Need is for integration of technology into existing curriculum, not additional curriculum
 - Regularly plan and co-teach lessons with master, mentor & career teachers
 - Informal observations with faculty so as to offer suggestions for integrating technology into existing curriculum

- *Teaching:*
 - Teach at least one class each calendar year (technology class, etc.) to keep a good perspective on teaching real kids, not just theories on the profession...time permitting.

- *Be a Life-Long Learner:*
 - Continue taking classes, attending workshops, conferences, meetings & skype with experts in the field
 - Become an avid reader of blogs, wikis, list serves, twitter, podcasts & professional journals
 - Stay ahead of technology trends, their connection and applications in an educational setting, and keep our school 'future-proof'

- *Websites, Social Media & Blogs – Develop the School's 'Brand':*
 - Create and share ideas, insights & ask questions through a personal as well as a school blog
 - Keep the school website up to date and current – an advertisement for our school to develop our brand
 - Effectively leverage technology and student skills to publicize the good things happening at SDHS
 - Effectively leverage social media outlets to enhance the school's image or brand
 - Keep the school's social media policy up to date, educate faculty, staff & students about the policy and how to properly use social media

- *Technology Team:*
 - Lead the school's technology team
 - Make decisions about hardware & software purchases as well as budget decisions
 - Develop and maintain a short-term & long term technology plan for our school
 - Work with and effectively communicate school needs to district technology team
 - Find & apply for grants to help with technology integration

