



Date Posted: August 1, 2019

Title of Position: Technology Integration Specialist

Type of Employment: Full Time

Salary: Commensurate upon experience/education

Employer Name: Our Lady of Victory Elementary School

Employer Contact Name and Title: Carolyn Kraus, Principal

Employer Address: 2760 South Park Ave, Lackawanna, NY 14218

Employer Website: www.ourladyofvictory.org

Job Description: The Technology Integration Specialist (TIS) is a teaching position. In addition to teaching technology classes to Pre K-8th Grade classes, the TIS coordinates efforts to support and develop the use of technology as a tool to support teaching and learning. Serves as coach and mentor to assist faculty in implementation and integration. The TIS also plays a role in working with students and supporting co-curricular programs involving the use of multimedia resources. In addition to regular faculty & staff responsibilities, OLV encourages all members of the faculty & staff to be involved in the life of the school beyond the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates mastery of related subject matter, instructional skills, and resource materials for course(s) taught.
- Creates lesson plans, aligned with current state and district standards, which drives instruction through formative assessment and differentiation.
- Maintains a safe, organized classroom, which supports students' independent learning, collaboration and choice.
- Utilizes a variety of effective instructional and management techniques.
- Provides a variety of assessments and uses assessments for planning and instruction
- Provide consistent, immediate feedback to student learning and asks analytical questions that elicit students' responses that incorporate prior knowledge, life experience and interests that are directly related to the content objective.
- Monitor and maintain a positive classroom environment that supports the school wide behavior expectation in which most students are engaged, incorporates mutual respect and provides cooperative learning opportunities.

- Uses available technology/instructional media to enhance the students' learning experiences.
- Establishes and maintains appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.
- Appropriately communicates and interacts with other professional staff in academic planning and school committee work.
- Attends and participates in staff meetings and extra-curricular/school related activities and committees.
- Demonstrates a commitment to continuous professional growth and works with administrator to formulate and complete professional responsibilities.
- Meet with the principal, the STREAM coordinator, and teachers on a regular basis to assess needs and recommend suitable technology.
- Assist in the formulation of technology plans for Our Lady of Victory Elementary School.
- Provide training for faculty in educational technology skills and applications.
- Assist in troubleshooting hardware and software problems. Perform minor technical repairs.
- Responsible for minor computer setup.
- Maintain the inventory of all hardware, software and electronic media.
- Assist faculty in computer labs and classrooms with curriculum lessons requiring the use of technology.
- Help students in the computer labs with applications as needed.
- Support faculty in developing units, projects, or other educational technology applications within their curriculum.
- Act as a central participant in the school's ongoing 1:1 planning.
- Maintain the School's Facebook page during the school year.
- Maintain the implementation and upkeep of e-school account and educational software accounts used in classrooms.
- Keep up with the latest procedures for e-school in order to train the staff.
- Keep up with the latest procedures for Google classroom and all educational software used in the classroom.
- Maintain the educational accounts for Google classroom, Brain Pop, and Learning A-Z and train teachers on the use of these programs when needed.
- Act as the liaison between the HOC IT department and the school.

Degree Requirements:

- Bachelors or Master's degree in Educational technology, strongly preferred
- New York State Certification in Elementary/Middle School Education preferred

Qualifications/Skills:

- Strong communication and interpersonal skills
- Strong attention to detail.
- Ability to manage multiple priorities.
- Excellent organization, planning, and time management skills.
- Proven ability to effectively interact with Parents, Teachers and School Administrators
- Proficient in Microsoft Office Suite

EOE/How to Apply:

By MAIL: Our Lady of Victory Elementary School
2760 South Park Avenue
Lackawanna, NY 14218
Attn: Carolyn Kraus

E-Mail: ckraus@ourladyofvictory.org

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable) NO LATER THAN 08/01/2019