

PRESTON COUNTY SCHOOLS  
731 PRESTON DRIVE, KINGWOOD, WV 26537  
(304) 329-0580 FAX (304) 329-0720  
2017-2018 SCHOOL YEAR  
**EXTRA CURRICULAR ASSIGNMENT**

Posting Date: October 11, 2017 Closing Date: October 17, 2017  
Title: Technology Integration Specialist (TIS) Budget source: Federal Funds  
Supervisor: Assistant Superintendent/Principals  
Salary: Based upon degree and experience

Location: County Itinerant; Current assignment Bruceton School and South Preston School

Employment Term: Part-time; three days per week; not to exceed 134 days total for the remainder of the 2017-18 school year.

CERTIFICATION: WV Teacher Licensure and WV Technology Integration Specialist Credential or Temporary Authorization. The board will consider applications from persons who can obtain a TIS Permit only if no fully qualified persons apply.

APPLICATION PROCESS: Submit a bid sheet, letter of interest and resume to the personnel office by 4:00 pm eastern time on the closing date by mail, email, or fax.

MINIMUM QUALIFICATIONS:

- Excellent written and oral communications skills;
- Evidence of leadership and relationship building;
- Prior application of technology skills;
- Familiarity with work in an educational setting;
- Up-to-date knowledge of technology applications in an educational setting;
- Work collaboratively with teachers and students to integrate technology and instruction;
- Establish a direct correlation between linking technology to the instructional strategies identified within the school improvement grants and/or the school strategic plan;
- Teaching experience;
- Classroom management skills and effective communication and interpersonal skills;
- Experience with efficient technology strategies for project-based learning (PBL), differentiated instruction (DI), backward design, and Support for Personalized Learning (SPL) process;
- Successful interview.

DUTIES AND RESPONSIBILITIES RELATED TO TIS POSITION:

- Assess technology knowledge and skill levels of staff;
- Identify software, curriculum, teaching strategies and other educational resources available to meet specific school, teacher and student needs;
- Participate in school and district strategic planning and grant writing;
- Develop a technology component to the school professional development plans, aligned with the school's grant proposal and strategic plan;
- Collaborate/coordinate with teachers to support the use of technology in delivery of curricula through a variety of instructional strategies;

- Adhere to and communicate copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources;
- Model the integration of technology in all curriculum areas, providing an emphasis in curriculum areas identified for improvement in the school strategic plan;
- Assist in assorted systems administration;
- Monitor AUP and CIPA compliance;
- Conduct staff development in the area of technology integration;
- Assist in performance evaluation of various statewide technology resources as well as county and school software applications;
- Provide input concerning school personnel technology usage and proficiency;
- Participate in meetings and professional development structured by the WVDE;
- Participate in professional development in regard to maintaining most current certification;
- Assess and report progress in student achievement based on accountability measures;
- Prepare and submit accurate reports in a timely manner as required;
- Have an understanding of fundamental learning theories and methods of instruction blended with knowledge of technology;
- Expertise with strategies for integrating technology into the curriculum such as interactive activities, online resources, digital portfolios and other forms of classroom assessment as deemed appropriate;
- Other duties as assigned.

ACCOUNTABILITY FOR THIS POSITION IS DETERMINED THROUGH THE FOLLOWING METHODS:

- School Assessment for the Integration of Technology Monitoring Instruments;
- Onsite classroom observation and monitoring;
- Trend analysis of targeted needs and student achievement from year to year;
- Presentation Showcase: A Year in Review Multi-Media Project focusing on technology integration and 21<sup>st</sup> Century learning in the school district;
- TSR Teacher Status Report goals for technology;
- The TIS is not responsible for monitoring and troubleshooting computer labs, maintaining computer networks, or providing technical support to schools or districts;
- This individual may not cover classes and the time in the building should maintain an instructional focus (not supervising students during non-instructional times).

Equal Employment Opportunity:

*As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquires may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.*