

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:**                   **Technology Integration Specialist**

**REPORTS TO:**           **Supervisor of Academic Computing**

**JOB SUMMARY:**       To provide leadership and support in the integration of technology into the classroom and the curriculum to support the teaching and learning process.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Conducts faculty workshops in using technology to assist the teaching and/or learning process.
4. Assists in the selection of software, Internet resources, and technology-enabled educational activities.
4. Assists faculty and office staff in the productive use of technology.
5. Assists in the ordering of new computers, peripherals, and software.
6. Coordinates (and assist if necessary) the set up of new computers, including software installation and configuration.
7. Coordinates (and assists if necessary) the update operating systems and software.
8. Works with the support technologist to troubleshoot and resolve computer system and software problems.
9. Promptly reports hardware and network repair issues.
10. Maintains up-to-date school technology inventory.
11. Maintains up-to-date records of school IP addresses.
12. Coordinates with the technical assistants in the performance of basic setup, troubleshooting, and maintenance tasks.
13. Coordinates (and assist if necessary) the set up and configuration of office and library computers and back up systems.
14. Performs other duties as assigned by the Supervisor of Academic Computing.

**QUALIFICATIONS:** PA teaching certification; completed PDE Instructional Technology Specialist Certificate; experience in using technology in the classroom (prefer at least three years); experience in supporting technology school-wide or district-wide in classrooms, computer labs, and offices; experience in curriculum writing and the development of educational activities

(technology- and non-technology-based); expertise in the creation, maintenance, and use of Internet-based teaching and learning resources; experience in conducting staff development in educational technology; expertise in specific technologies used in the Bethlehem Area School District; experience with a variety of software and Internet-based educational resources; studies to keep technical and educational skills and knowledge current; exercises initiative and solves problems on a daily basis; exercises discretion in handling of password and security information regarding BASD computer systems and networks; and physical ability to assist in setup and troubleshooting of computer systems.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

**CLASSIFICATION:** Support staff; Bethlehem Education Association/teaching position; Cabinet Code – T.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*