

**Cape Elizabeth School Department**  
Job Description

**TITLE:** Educational Technician III Technology Integrator for Teachers

**QUALIFICATIONS:**

**Education/Certification:**

- Documentation of at least three years of post-secondary education or a combination equivalent to 90 hours of approved study in an educationally related field.
- Hold a valid Maine Department of Education, Educational Technician III (023) ~~authorization.~~

**Skills:**

- Familiarity with iOS devices, Google Apps, OS X and the MLTI program is desirable.
- Experience working with technology in an educational setting.
- Experience leading professional development with adult learners.
- An understanding of key learning theories and methods of instruction, and their relation to technology integration.
- Familiarity with methods for integrating technology into the curriculum such as Web Resources, digital content, digital video, blogs, wikis, etc.
- Experience with effective technology teaching strategies in teaching software and hardware ~~skills.~~
- Technology skills in up-to-date computer software, including (but not limited to) ~~word processing, database, spreadsheet,~~ [Google for Education \(Doc, Sheets, Slides, Blog, etc.\)](#), Web page development, presentation, digital video and audio editing, image processing, and graphics applications.

~~3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities. Prior experience in the educational field is desirable but not required.~~

[Experience: The primary job function will be to work with teachers to integrate technology into their classroom. The successful candidate is an experienced educator who possesses a combination of good academic and technical knowledge.](#)

**REPORTS TO:** District Technology Coordinator

**JOB GOAL:** The primary job function will be to work with teachers to integrate technology into their classroom. The successful candidate is an experienced educator who possesses a combination of good academic and technical knowledge. [To encourage our staff and leaders to incorporate the four specific skills into K-12 education environment. These four essential 21st century skills are:](#)

- [critical thinking,](#)
- [communication,](#)

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- collaboration, and
- creativity.

**PERFORMANCE RESPONSIBILITIES:**

We define a technology integrator as a 35 hour/week, school-based position whose primary concern is empowering teachers to harness the power of technology integration for student learning.

Responsibilities may include but are not limited to the following:

- Collaborate with teachers to support their use of technology in delivery of curricula through a variety of instructional methods.
- Provide teachers the support they need to modify their instruction, and tap into the potential of technology to enhance teaching and learning.
- Create learning resources for teachers, staff and students. These may include Web sites, tutorials, interactive programs and databases that support teachers in integrating technology.
- Participate in the selection of appropriate technological resources to augment class content.
- Assess technology skill levels of students, teachers and staff.
- Train teachers to use technology and software effectively.
- Assist students with technology-related activities or projects.

**EQUIPMENT USED:**

Instructional materials, computers, typewriter, copier, laminator, paper cutter, binding machine, overhead/tablets, wireless presentation devices, LCD projector, TV/VCR units, laser disc, slide projectors, camcorders, fax machine, tape recorder, document camera, telephone, elevator, calculator, personal communicationcameras, copiers, smart phones, calculators, and other technical devices.

**WORKING CONDITIONS:**

**Mental Demands:** organizing, analyzing, planning, designing, documenting, coordinating, flexibility, adaptability, implementing, presenting

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds-

**Environmental Conditions:** inside, outside, working around moving objects, working with students and staff, working alone.

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Willingness and ability to work with others – to share and cross-train with others in order to promote the concept of ‘teaming’ and the ‘team approach’ in order to meet the District needs.

**TERMS OF EMPLOYMENT:**

—Applicable terms of the Cape Elizabeth Education Association agreement.

**EVALUATION:**

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which yearly action plans and job goals are met. The District Technology Coordinator will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: June 9, 2009

Revised:———\_October 9, 2012

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