SERIES 500 – PERSONNEL

Professional Staff Policies – 530

Job Description of the District Tech Integrator (531.7)

Basic Function
It shall be the basic function of a Tech Integrator in the Norwalk-Ontario-Wilton School District to provide the knowledge and skills necessary to assist teachers and students with implementing technology into the classroom and learning. The Tech Integrator works directly with the outsourced IT Administration service and liaises between school district personnel and the IT Administration service.

Qualifications
➢Knowledge and skills of educational technology
➢2-year degree in technology-related field; Bachelor's degree from an accredited college or university preferred
➢Demonstrated success in coursework of child development and/or teaching methodology preferred

Reports to:
➢School Administration
➢IT Administration service

Evaluated by:
➢7-12 Building Principal

Performance Responsibilities
➢Help district staff problem-solve technology issues during the school day.
➢Instruct staff in how to use technology.
➢Provide technology trainings to teachers outside of class time.
➢Assist teachers to integrate technology in lessons with students during instructional periods.
➢Research and suggest apps to teachers for teacher and student use.
➢Work with students who are interested in careers in computer science fields.
➢Manage the Norwalk-Ontario-Wilton School District website.
➢Coordinate required district assessments under the guidance of the District Assessment Coordinator (DAC).
➢Work with IT Administration service to problem-solve technology issues.
➢Work with IT Administration service in determining future district technology needs
➢Other technology-related tasks as assigned by school administration.

Relationship with the Building Principal
The Tech Integrator is not an administrative position and therefore does not evaluate, or give any evaluative data to school administration on staff performance.

Evaluation

The evaluation of the Tech Integrator will be done annually, prior to April 1st, by the 7-12 Building Principal. The person employed in the position will be evaluated on the duties outlined in this policy, and general employability skills that consist of attendance, attitude, the ability to work with others, and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the 7-12 Building Principal may write a narrative, use a rank order scale to evaluate how the employee is performing each task listed, or use a combination of both. If a rank-order scale is utilized, the following values will be used to determine employee performance:

5 = Exceptional
4 = Very Good
3 = Above Average
2 = Average
1 = Poor

The Tech Integrator will be given an opportunity to write responses to any comments made by the 7-12 Building Principal on the evaluation. The Tech Integrator must, within five business days after receiving the evaluation, return a signed copy of the evaluation along with any written responses or request a meeting with the 7-12 Building Principal.

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