

**TITLE: Technology Liaison – Elementary and Secondary**

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**ESSENTIAL FUNCTIONS:**

1. Serve as the district and campus technology communication link by participating in the following efforts:
  - a. Chairing the monthly campus Technology Team meetings,
  - b. Sharing information at faculty meetings regularly,
  - c. Distributing information through various media, such as, Project Share, campus newsletters, e-mail, etc.
2. Attend all liaison meetings to receive professional development and pertinent district information.
3. Provide regular teacher training in the areas of:
  - a. The iSupport system (HEAT),
  - b. Project Share,
  - c. Microsoft Office and Office Online,
  - d. E-mail system and OneDrive,
  - e. Web 2.0 tools,
  - f. Classroom applications (Smart Notebook, Adobe software, etc.), and
  - g. Peripherals (cameras, document cameras, SmartBoards, video conferencing equipment, webcams, etc.).
4. Assist teachers in evaluating technology use with students based on:
  - a. Higher order thinking,
  - b. Engagement levels,
  - c. Authentic connections to the real world,
  - d. Technology used as a tool,
  - a. Provide, on a regular basis, articles and research concerning innovative technology practices.
5. Facilitate the process with teachers on how to write technology proposals which are then sent to curriculum coordinators for feedback and approval.
6. Provide guidance to campus leadership teams with regard to technology integration and implementation.
  - b. Train campus leadership on latest technology trends and applications on a regular basis.
  - c. Provide feedback to the Instructional Technology Director involving proposed technology projects.
  - d. Work with the campus leadership to develop a professional development plan that addresses Rigor, Relevance and Relationships, Quadrant D.