

# TECHNOLOGY INTEGRATION JOB DESCRIPTION

**DEPARTMENT/SECTION**

District Office – Reports to Technology  
Director/Principals/Superintendent

**CONTRACT LENGTH**

200 Duty Days

A rich tradition of excellence in academics, athletics, and the arts is woven into the culture of the Pelican Rapids schools. Our real world environment is embraced and celebrated in the district and community.

Pelican Rapids Public School district is financially strong and stable with state-of-the-art facilities including an activities center and fine arts auditorium with world-class acoustics.

Our highly qualified employees are very supportive and caring towards students and staff. We are looking for a dedicated and compassionate professional to provide our students with high quality education while supporting their individual strengths and growth.

**QUALIFICATIONS:**

1. Minnesota Teaching License
2. 10 or more years of experience in a technology related role
3. K-12 educational experience preferred
4. Must demonstrate ethical behavior and confidentiality of information about students and staff in the school environment and community.
5. Advance the District's mission and goals through careful attention to the key issues of Academics, Character, and Community.

**JOB SUMMARY:**

The Pelican Rapids Public Schools Technology Department is looking to hire a Technology Integrationist to:

- Support students, staff and families with their technology needs and curriculum cycles
- Present and recommend resources and staff development to integrate new curriculum
- Provide technology classes
- Manage staff and parent communication

The tasks listed below are not intended to limit other tasks that might reasonably be assigned as necessary. Duties and responsibilities subject to change based on needs.

Access	<ul style="list-style-type: none"> <li>• Experience working on Apple, Windows, iPads, Chrome OS devices</li> <li>• Able to adapt to different teaching styles, routines and environments</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• Is highly visible and available to staff, students and families during work hours</li> <li>• Uses critical thinking skills to creatively solve problems</li> <li>• Uses effective communication skills when engaging with various stakeholders</li> </ul>
Instructional Technology	<ul style="list-style-type: none"> <li>• Understands or has experience with learning management systems (such as Google Classroom)</li> <li>• Troubleshoots, repairs or replaces classroom technologies that support student learning experiences (SMART Boards, computers, interactive displays, projectors, etc....)</li> <li>• Support various testing platforms, periods and manage testing sessions throughout the year</li> </ul>
Safety and Security	<ul style="list-style-type: none"> <li>• Stays informed of emerging technologies that support safe and secure digital resources (networks, devices, etc.)</li> </ul>
Administrative Tasks	<ul style="list-style-type: none"> <li>• Assists with scheduled technology meetings</li> <li>• Record and maintain all instructional technology inventory</li> <li>• Assist with ordering and maintain computer software licenses</li> </ul>
Curriculum	<ul style="list-style-type: none"> <li>• Assist with curriculum cycles</li> <li>• Assist teachers integrate new technology in their curriculum</li> <li>• Provide staff/parent communication on instructional technology</li> </ul>
Teaching	<ul style="list-style-type: none"> <li>• Provide student technology classes at Elementary</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>• Provide staff development classes on new technology</li> </ul>

Position will remain open until filled. Please send cover letter, resume, three current letters of recommendation, copy of current MN teaching license, and a copy of transcripts to:

**Shari VerDorn**  
**Human Resources & Payroll**  
 Pelican Rapids Public Schools  
 (218) 863-5910 Ext. 4162  
 PO Box 642, Pelican Rapids, MN 56572  
 sverdorn@pelicanrapids.k12.mn.us  
 <https://www.pelicanrapids.k12.mn.us>