

Job Title: Instructional Technology Specialist**Pay Grade:** Exempt/Teacher**Reports to:** Chief Financial Officer**Contract Days:** 207**Dept./School:** Finance & Technology

Primary Purpose:

Facilitate the effective use of instructional digital resources (hardware and software) in instructional programs district-wide as it relates to curriculum, instruction and assessment. Assist in the development of short-and long-range plans for the integration of technology into the instructional program. Implement and coordinate technology staff development and training. Enrich and support teaching and learning while strengthening the technology skills of students, teachers, administrators and staff.

This position is federally funded through the ESSER grant.

Qualifications:**Education/Certification:**

Bachelor's degree
Valid Texas teaching certificate

Special Knowledge/Skills:

Proficient use of the Mac OS operating system
Proficient use of Google Applications
Knowledgeable use of iOS
Knowledge of technologies available for use in instructional setting
Knowledge of curriculum design and implementation
Ability to develop and deliver technology training to adult learners and students
Strong organizational, communication, and interpersonal skills

Experience:

A minimum of five years teaching experience
A minimum of five years experience working with instructional software and hardware

Major Responsibilities and Duties:**Professional Development**

1. Provide leadership and technical expertise to principals and other district personnel in the planning, implementation, and evaluation of effective instructional technology throughout the district.
2. Coordinate the development and implementation of a comprehensive staff development plan for the use of instructional technology.
3. Provide sustainable, job-embedded, after school and extended calendar professional development to teachers and administrators in the use of teaching techniques that incorporate technology in the delivery of existing curriculum.

Curriculum Development

4. Coordinate the writing of curriculum for technology-based programs and monitor the instructional process in all content areas using technology.
5. Assist in integrating technology in the existing instructional curriculum.
6. Research and disseminate information regarding current trends and significant developments in technology education at the state and national level.
7. Assist administrators and teachers in the selection and use of instructional technology in the classroom.
8. Develop and implement a continuing evaluation of the instructional technology program and implement changes based on the findings.
9. Model the use of technology in a classroom setting for the purpose of demonstrating best practices to teachers in regards to improving teaching and learning through the use of digital resources.

Organization, Communication and Interpersonal Skills

10. Establish and maintain positive, effective working relationships with all stakeholders.
11. Organize tasks and set priorities in order to accomplish such tasks in an efficient and timely manner.
12. Follow and communicate written and verbal directions; take initiative when necessary.
13. Quickly acquire and utilize new knowledge.
14. Ability to work independently, in a team environment and within large or small groups.
15. Ability to relate technology concepts to non-technical users.

Policy, Reports, and Law

16. Assist in the development of policies and procedures regarding technology issues.
17. Compile, maintain, and file all physical and computerized reports, records, and other documents as needed.
18. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Other

19. Attend professional growth activities to keep abreast of digital innovations in education.
20. Share the district's innovative successes with all stakeholders using a variety of media.

Working Conditions:

21. Maintain emotional control under stress.
22. Frequent interruptions.
23. Frequent district-wide travel.

This documents describes the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ Date: _____

Received by: _____ Date: _____