**Job Title:** Instructional Technology Coordinator  
**Pay Grade:** Teacher

**Reports to:** Technology Director  
**Contract Days:** 207

**Dept./School:** Technology Department

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**Primary Purpose:**

Facilitate the effective use of technology 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 professional development and training. Enrich and support teaching and learning while strengthening the technology skills of students, teachers, administrators and staff.

**Qualifications:**

**Education/Certification:**
- Bachelor’s degree
- Valid Texas teaching certificate

**Special Knowledge/Skills:**
- Proficient use of the Mac OS X operating system
- Proficient use of Google Applications
- Knowledgeable use of iOS
- Knowledge of technologies available for use in an 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 two years teaching experience
- A minimum of two 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 and Instruction**

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 educational technology at the state and national level.

7. Assist administrators and teachers in the selection and use of technology resources 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 technology resources.

**Organization, Communication and Interpersonal Skills**

10. Establish and maintain a positive, effective working relationship with all stakeholders.

11. Organize tasks and set priorities 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**


22. Frequent interruptions.
23. Frequent district-wide travel.

This document describes the general purpose and responsibilities assigned to this job and is 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 ____________