



# Longview Independent School District

## JOB DESCRIPTION

# SUPERVISOR OF INSTRUCTIONAL TECHNOLOGY

<b>JOB TITLE:</b>	Supervisor of Instructional Technology	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director of Instruction	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>PAY GRADE:</b>	Administrative 4

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### PRIMARY PURPOSE:

Facilitate the effective use of computers and other technology in instructional programs district wide; assist in the development of short- and long-range plans for the integration of technology into the instructional program; implement and coordinate the technology staff development and training program

### QUALIFICATIONS:

#### Minimum Education/Certification:

Master's degree from an accredited college or university  
Valid Texas teaching certificate

#### Special Knowledge and Skills:

- Knowledge of computer hardware and software applications
- 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
- Strong organizational, communication, and interpersonal skills

#### Minimum Experience:

Two years teaching experience

Three years experience working with computer hardware and instructional software applications



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### MAJOR RESPONSIBILITIES AND DUTIES:

#### District Technology Plan

1. Develop and maintain the district long-range plan for technology
2. Submit new and updated plans as required

#### Staff Development

3. Provide leadership and technical expertise to principals and other district personnel in the planning, implementation, and evaluation of effective instructional technology throughout the district
4. Coordinate the development and implementation of a comprehensive staff development plan for the use of instructional technology
5. Provide staff development to teachers and administrators in methods involving technology in the delivery of curriculum

#### Curriculum Development

6. Coordinate the integration of technology tools and resources in the existing instructional curriculum
7. Disseminate information regarding current research and significant developments in technology education at the state and national level
8. Develop and implement a continuing evaluation of the instructional technology program and implement changes based on the findings

#### Technical Support

9. Assist with the bidding process, purchase, distribution, maintenance, and installation of hardware, software, and other technological equipment and materials within instructional programs
10. Serve as liaison to outside vendors that provide support for technology equipment and materials



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Budget and Inventory

11. Administer the instructional technology budget and ensure that program is cost-effective and funds are managed prudently
12. Compile budget and cost estimates
13. Coordinate the selection of technology equipment and software
14. Monitor and approve instructional technology equipment and software purchases
15. Manage the eRate program including the submission of all required documents, the maintenance of required records, and the correspondence with eRate entities

#### 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 required
18. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of instructional technology

#### Personnel Management

19. Assist in the recruitment and selection of personnel and make sound recommendations relative to placement, assignment, discipline, and dismissal
20. Evaluate the performance of instructional technology personnel to ensure effectiveness
21. Develop training options and improvement plans for technology personnel to ensure best operation of programs

#### Other

22. Comply with district policies, as well as state and federal laws and regulations
23. Adhere to the district's safety policies and procedures
24. Maintain confidentiality in the conduct of district business



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Other (continued)

25. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
26. Demonstrate regular and prompt attendance
27. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

#### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

### EVALUATION:



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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: July, 2009**