



Longview Independent School District

JOB DESCRIPTION

TEACHER—INSTRUCTIONAL TECHNOLOGY SPECIALIST

JOB TITLE:	Instructional Technology Specialist	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Technology Supervisor	TERMS:	197 Days
DEPARTMENT:	Technology Department/ Assigned Campus	PAY GRADE:	Teacher Pay Schedule

PRIMARY PURPOSE:

Provide training to staff to facilitate the effective use of technology in instructional programs at the campus level; provide technical support in the use of hardware and software to multiple campuses

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from accredited college or university
Valid Texas teaching certificate with required endorsements for subject and level assigned
Meet the "Highly Qualified" requirement under NCLB standards

Special Knowledge and Skills:

- Knowledge of computer hardware and software applications
- Ability to develop and deliver technology training to adult learners
- Knowledge of curriculum and technology used in instructional setting
- Strong organizational, communication, and interpersonal skills

Minimum Experience:

Three years teaching experience; computer applications competence

MAJOR RESPONSIBILITIES AND DUTIES:

Training

1. Provide campus- and district-level staff development on technology issues including use of computer hardware and software applications; maintenance; general troubleshooting; previewing, evaluating, and selecting software, etc.
2. Design individual instructional modules, instructional materials, and training aides



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Training (continued)

3. Assess participant acquisition of skills using a variety of evaluation procedures
4. Share effective technical and instructional strategies with teachers for the effective use of technology in the classroom

Technical Support

5. Assist with detection and resolution of software application and hardware problems
6. Serve as liaison to outside vendors that provide support for technology equipment and materials
7. Assist principals and campus committees with planning of technology training, implementation of technology plans, and selection of technology equipment and software
8. Assist in evaluating the implementation of technology at the campus and district level

Budget and Inventory

9. Assist in budgeting and monitoring campus technology expenditures
10. Monitor purchase and use of legal software at the campus level

Other

11. Compile, maintain, and file all physical and computerized reports, records, and other documents required
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. 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)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

Monitor the use of campus technology

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; coordinate district-wide curriculum functions; 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: Instructional Technology Specialist Performance Review

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