



## Instructional Technology Specialist

### **JOB DESCRIPTION**

The Instructional Technology Specialist's purpose is to provide teachers and students with support in the seamless integration of technology to improve instruction. Ensures students and teachers demonstrate proficiency on clearly defined computer literacy skills. Uses data to develop and conduct training and professional development on campuses. Supports the implementation of curriculum and instruction initiatives delivered through technology.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelor's Degree (Master's Degree preferred) from an accredited college or university
- Valid Texas Teacher Certificate

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Minimum of five years of teaching experience
- Expertise in integrating technology into teaching and learning
- Valid Texas Driver's License with driving record that meets the requirements of the District
- Must complete designated technology practicums within one year of employment

### **DUTIES AND RESPONSIBILITIES**

1. Collaborates with individuals or teams to plan for technology integration and implementations
2. Provides sustained, in-depth quality technology training and professional development
3. Models technology based instructional strategies for teachers
4. Monitors the use of instructional technology to ensure that resources and activities enhance rigorous academic content
5. Keeps current on and incorporates best practices to positively influence instruction
6. Assists campuses with planning, implementing, and evaluating campus technology plans
7. Develops knowledge and skills in the foundations of instructional technology in a wide range of educational practice; (ISTE-NETS, SBEC, TA TEKS, STaR)
8. Assists in the development of policies and procedures regarding instructional technology issues
9. Serves as a liaison between District Office and campus personnel for instructional technology planning and implementation
10. Assists in the facilitation of the District Technology Committee
11. Assists in the selection and evaluation of software and hardware
12. Conducts technology needs assessments for the District
13. Works with the Curriculum and Instruction Department to plan, implement, and evaluate technology-based initiatives
14. Performs other duties as assigned

### **MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

### **PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, possess visual acuity, travel frequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions. Works with unusual noise levels, low or intense illumination, work around moving objects, and may work alone for long periods of time

**Instructional Technology Specialist  
Page Two**

**PAY SCALE: Specialist Pay Scale**

**NUMBER OF DAYS: 216**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/2/07*