

Job Title Digital Technologist
Reports to Coordinator STEM
Dept/School Teaching & Learning

Job Title Code 182105
Wage/Hour Status Exempt
Pay Grade 103
Date Revised January 08, 2026

Primary Purpose

Provide instructional support to teachers to effectively integrate digital instructional tools that promote active, student-centered learning across all content areas. Support educators in the implementation of online of high-quality instructional materials (HQIMs), district-adopted curriculum, and learning management systems to enhance instructional practice and improve learning outcomes for all students.

Education/Certification

- Bachelor's Degree
- Valid Texas teaching certificate

Special Knowledge/Skills

- Demonstrated knowledge of instructional software applications used in educational settings
- Ability to design, develop, and deliver technology training and ongoing support for adult learners
- Ability to collaborate effectively with cross-functional and multidisciplinary teams
- Ability to implement, support, and ensure compliance with established policies, procedures, and practices
- Knowledge of curriculum, digital learning resources, and instructional technologies used to support teaching and learning
- Strong organizational, communication, presentation, and interpersonal skills
- Knowledge of Technology Applications TEKS and ISTE Standards for instructional technology integration
- Knowledge of 21st Century Learning Skills and their application in classroom instruction

Experience

- Three (3) years teaching experience

Major Responsibilities and Duties

Training

1. Design, develop, and deliver high-quality campus and district-level professional learning on the effective integration of technology-based instructional strategies.
2. Collaborate with content facilitators and instructional staff to design instructional materials and training resources that integrate digital tools into the district-adopted curriculum.
3. Partner with principals and campus committees to plan and implement technology initiatives, support campus technology plans, and assist in the selection of instructional hardware, software, and digital resources.
4. Coach and support teachers to improve student achievement by promoting equitable student-centered instructional practices that emphasize active learning, with teachers serving as facilitators of learning.
5. Collaborate with district departments to ensure teachers and administrators have the necessary support, equipment, and resources to effectively implement digital based curriculum and instruction.
6. Monitor, support, and evaluate the implementation and effective use of instructional digital tools at the campus level.
7. Advise and support campus leadership in the administration of instructional technology budgets and expenditures.
8. Compile, maintain, and submit required reports, records, and other documentation in a timely and accurate manner.



JOB DESCRIPTION

- 9. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- 10. Comply with applicable federal and state laws and local Board of Trustees policies.
- 11. Perform other duties as assigned by supervisor.

School/Organizational Climate

- 12. Attend and actively participate in Academic Services, departmental, and cross-departmental meetings and committees, as required.
- 13. Model effective, customer-service-oriented problem-solving practice that support positive relationships and outcomes.
- 14. Contribute as an effective team member by supporting district, department, team, and individual goals through collaboration and shared accountability.

School/Community Relations

- 15. Promote a positive image of the district and foster strong, collaborative relationship with parents and the community stakeholders.
- 16. Clearly communicate the District’s vision, mission, instructional philosophy, framework, and curricular implementation strategies, and actively engage the community in supporting the District’s mission.
- 17. Collaborate with principals, central office staff, parents, and community members to address and resolve concerns or challenges in a timely and effective manner.
- 18. Utilize collaborative decisions-making and problem-solving processes to support positive outcomes and shared ownership.

Supervisory Responsibilities

None

Tools/Equipment Used

Standard office equipment including personal computer and peripherals; standard instructional equipment.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotion control under stress. Work with frequent interruptions. Prolonged sitting and standing, occasionally bending/stooping, pushing/pulling, and twisting. Occasional light lifting and carrying less than 15 pounds. Frequent district wide travel.

Terms of Employment

217 days; salary to be established by the Board of Trustees

The foregoing statements describe 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.

Approved: _____
 Job Title: _____
 Date: _____

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 Job Title: _____
 Date: _____



JOB DESCRIPTION

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.