

Job Title:	Instructional Technology Manager	Wage/Hour Status:	Exempt
Reports to:	Director, Blended Learning	Pay Grade:	104
Dept./School:	Blended Learning	Date Revised:	November 1, 2024

Primary Purpose

Oversight of Technical Site Coordinators who provide professional development for teachers, staff, and students.

Qualifications**Education/Certification**

Bachelor's Degree in Education
Valid Texas Teacher Certification

Special Knowledge/Skills

- Knowledge of design, development, and implementation of staff development programs
- Knowledge of and ability to work with adult learners
- Knowledge of training strategies
- Knowledge of technical writing skills
- Strong organizational, communication, presentation, and interpersonal skills
- Ability to oversee long-term projects from conception to completion
- Knowledge of multimedia content creation

Experience

Three (3) years' experience classroom teaching
Three (3) years' experience training on personal computer and central multi-user computer systems, writing training for end users on hardware/software operation

Major Responsibilities and Duties

1. Assist with the implementation of district wide technology initiatives.
2. Manage creation and implementation of web-based, classroom-based, and distance learning-based instruction for EPISD instructional staff.
3. Develop and implement a training academy for Instructional Technology Specialists (ITS) and Campus Technology Mentors to develop and improve technology skills and methods/strategies for integrating technology into the curriculum.
4. Manage and evaluate work of ITS in cooperation with local campus administrators.
5. Assist in the establishment of teacher proficiencies in technology.
6. Provide oversight to ITS in
 - a. Providing campus staff development on technology issues including the use of computer hardware, software applications, and effective technical and instructional strategies.
 - b. Coordinating with Curriculum and Instruction and School Divisions to help align technology usage to the curriculum of EPISD, the TEKS and National Standards.
 - c. Assisting the administration in developing appropriate training programs and materials for instructional technology.
 - d. Assisting principals, campus technology mentors, and campus improvement committees to plan technology training, implement technology plans, and select technology equipment and software.
 - e. Recommending software and hardware purchases for the campuses.
 - f. Assisting in the budgeting and monitoring of technology expenditures.
 - g. Assisting with the organization and distribution of technology materials for classroom use.
 - h. Providing technical assistance to campus personnel for use of computer hardware and software and reporting problems to the Technical Support Office.
7. Attend professional growth activities to keep abreast of innovations in instructional technology, Web-based delivery of instruction and staff development techniques.
8. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Oversee long-term projects from conception to completion. Manage resources and personnel for optimum performance. Oversee online content creation.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, repetitive hand motions and prolonged use of the computer. Occasional prolonged and irregular hours.

Terms of Employment

226 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: _____

Approved: _____

Job Title: _____

Date: _____

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

Employee: _____

Date: _____

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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.