

Job Title: Instructional Technology Specialist	Wage/Hour Status: Exempt
Reports to: Director Active Learning	Pay Grade: 103
Dept/School: Active Learning	Date Revised: October 28, 2024

Primary Purpose

Develop and train instructional staff to effectively incorporate the use of technology into instructional programs and curriculum.

Qualifications

Education/Certification

Bachelor's Degree
Valid Texas teaching certificate

Special Knowledge/Skills

- Knowledge of instructional software applications
- Ability to develop and deliver technology training to adult learners
- Knowledge of curriculum and technology used in instructional setting
- Strong organizational, communication, presentation, and interpersonal skills
- Knowledge of Technology Applications TEKS and ISTE Standards
- Knowledge of 21st Century Learning Skills

Experience

Three (3) years teaching experience

Major Responsibilities and Duties

Training

1. Design, develop, and present effective campus and district-level staff development on the use of technology-based instructional strategies in the classroom.
2. Participant acquisition of skills using a variety of evaluation procedures and conduct follow-up coaching and training based on results.
3. Design individual instructional modules, instructional materials, and training aids that incorporate the use of technology into the existing curriculum.
3. Work with principal(s) and campus committees in planning technology training, implementing technology plans, and selecting instructional equipment and software.
4. Coach teachers to increase student achievement by promoting quality instructional practices that support active learning that is student-centered and equitable, with the teacher facilitating rather than lecturing.
5. Work with district technology staff and outside vendors to ensure that teachers and administrators have the support, equipment, and materials needed to implement technology-based instruction.
6. Monitor and evaluate implementation of technology-based curriculum at the campus level.
7. Advise principal to administer campus budget for instructional technology expenditures

Other

8. Compile, maintain, and file reports, records, and other documents required.
9. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
10. Comply with District and campus routines and regulations.
11. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Tools/Equipment Used:

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

Physical and 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

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: _____

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.