



LINDALE INDEPENDENT SCHOOL DISTRICT
Job Description

**Instructional
Technology Specialist**

Technology Services

Page 1 of 3

Reports to: Director of Technology Services
School/Department: Technology Services
Pay Grade: 202 Days
Wage/hour status: Exempt
Created/revised: 4-11-2013

Primary Purpose:

Assist with the campus instructional technology efforts, is the liaison for instructional technology initiatives on assigned campuses, and ensures the seamless integration of technology through the planning, coordination, implementation, and evaluation of instructional technologies.

Qualifications:

Education/Certification:

- Bachelor's degree and a minimum of three years teaching experience

Special Knowledge/Skills:

- A comprehensive understanding and working knowledge of curriculum, instruction, staff development, and technology.
- Proficient in Microsoft Office and other desktop software
- Professional level written and oral communication skills.
- Strong analytical and problem solving skills.
- The ability to manage multiple projects, time management skills, and exercise independent judgment.
- Ability to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with minimum supervision.
- Good attendance and reliability.
- Energetic, outgoing and positive personality.

Experience:

- Working knowledge of computers and software used in education environment
- Knowledge of network infrastructure and basic troubleshooting
- Excellent working knowledge of instructional technology equipment and software.
- Ability to correlate technology resources to curriculum
- Excellent customer service and service-minded attitude.



Major Responsibilities and Duties:

List Major Area of Responsibility

1. Develop and present staff development sessions
2. Research, evaluate, and make recommendations for hardware and software.
3. Make recommendations to campus leadership teams regarding best practices in instructional technology and campus resources and facilities.
4. Encourage and support development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.
5. Focus instructional technology towards accomplishing the district's mission and goals
6. Obtain and use evaluative findings, including student achievement data to examine program/service effectiveness.
7. Develop materials for teachers and curriculum staff to use as the integrate technology into the curriculum.
8. Provide hardware, software and tech integration support for all Career and Technology (CTE) staff.
9. Troubleshoot hardware and software problems for instructional staff.
10. Take the initiative to develop professional skills appropriate to job assignments.
11. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.
12. Provide technical leadership to network administrator group for projects relating to the testing of new technologies as directed by management.
13. Provide technical leadership to network administrator group in troubleshooting complex network issues.

Policy, Reports, and Law

1. Adhere to district Acceptable Use /Policy/Guidelines.

Budget

1. This position has no direct budget responsibilities.

Other

1. Adhere to ethical practices expected of those entrusted with maintaining technology duties.
2. Other duties as assigned.



Supervisory Responsibility

This position has no direct supervisory responsibilities.

Mental Demands/Physical Demands/Environmental Factors

Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress.

Frequent district-wide travel

Occasional prolonged and irregular work hours

Occasional travel outside of school district boundaries

Workload is deadline driven

Prolonged use of equipment and computers

Noisy environment

Requires performing tasks mostly standing, some walking, bending, stooping and sitting

Lifting up to 40 lbs.

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 by _____ Date _____

Reviewed by _____ Date _____