



# Longview Independent School District

## JOB DESCRIPTION

### INSTRUCTIONAL TECHNOLOGY SPECIALIST

<b>JOB TITLE:</b>	Instructional Technology Specialist	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Technology Supervisor	<b>TERMS:</b>	197 Days
<b>DEPARTMENT:</b>	Technology Department/ Assigned Campus	<b>PAY GRADE:</b>	Professional 2

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#### PRIMARY PURPOSE:

Provide training to staff to facilitate the effective use of technology for instruction at the campus level; provide technical support in the use of hardware and software to multiple campuses

#### QUALIFICATIONS:

##### Minimum Education/Certification:

Bachelor's degree from accredited college or university  
Valid Texas teaching certificate

##### Special Knowledge and Skills:

- Knowledge of computer hardware and software applications
- Ability to develop and deliver technology training to adult learners
- Knowledge of curriculum and technology used in instructional setting
- Strong organizational, communication, and interpersonal skills

##### Minimum Experience:

One year of teaching experience; computer applications competence

#### MAJOR RESPONSIBILITIES AND DUTIES:

##### Training

1. Provide campus- and district-level staff development on technology issues including use of computer hardware and software applications; maintenance; general troubleshooting; previewing, evaluating, and selecting software, etc.
2. Design individual instructional modules, instructional materials, and training aides



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#### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

##### Training (continued)

3. Assess participant acquisition of skills using a variety of evaluation procedures
4. Share effective technical and instructional strategies with teachers for the effective use of technology in the classroom

##### Technical Support

5. Assist with detection and resolution of software application and hardware problems
6. Serve as liaison to outside vendors that provide support for technology equipment and materials
7. Assist principals and campus committees with planning of technology training, implementation of technology plans, and selection of technology equipment and software
8. Assist in evaluating the implementation of technology at the campus and district level

##### Budget and Inventory

9. Assist in budgeting and monitoring campus technology expenditures
10. Monitor purchase and use of legal software at the campus level

##### Other

11. Compile, maintain, and file all physical and computerized reports, records, and other documents required
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned



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#### SUPERVISORY RESPONSIBILITIES:

Monitor the use of campus technology

#### EQUIPMENT USED:

Copier, personal computer and appropriate software, printer, calculator, fax machine and audio-visual equipment

#### WORKING CONDITIONS:

##### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

##### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**EVALUATION:** Instructional Technology Specialist Performance Review

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: AUG., 2020