

Job Title: Instructional Technology Specialists
Reports to: Campus Principal
Coordinator of Instructional Technology

Wage/Hour Status: 187 days
Pay Grade: 7 – Bachelor +Stipend
8 - Master's +Stipend

Dept./School: Secondary Campuses

Primary Purpose:

Facilitate the effective use of technology at the campus level by assisting with the planning and delivery of integrated technology units of study. Provide staff with necessary training to facilitate the effective use of technology in instruction.

Qualifications:

Education:

Bachelor's Degree with valid Texas Teaching Certificate
Master's Degree in Educational Technology (preferred)

Special Knowledge/Skills

Knowledge of computer hardware and software applications
Knowledge of Technology Application TEKS
Knowledge of Technology Application Standards for all Educators
Ability to develop and deliver technology training to adult learners
Ability to co-teach effective instruction of integrated units of study
Knowledge of curriculum and technology used in instructional setting
Knowledge of instructional delivery methods effective in both classroom and lab settings
Ability to plan integrated instruction in collaboration with classroom teacher
Strong organizational, communication and interpersonal skills

Experience

Three years teaching experience

Major Duties and Responsibilities:

Instruction

1. Assist teachers in developing units of study that integrate technology into core academic TEKS
2. Share effective technical and instructional strategies with teachers for the effective use of technology in the lab and classroom setting
3. Assist classroom teacher with technology instruction by providing resource information to facilitate lesson, i.e. Internet sites pertaining to unit of study
4. Assist classroom teacher with technology instruction in lab and classroom settings, modeling instruction if necessary
5. Provide awareness activities which increase understanding and develop interest in technology integration
6. Assist students and teachers with proper use of hardware and software
7. Provide advisory service to faculty and staff members regarding application of new technologies

Training

1. Provide campus and district-level staff development on technology issues including use of computer hardware and software applications
2. Mentor/model exemplary instructional technology lessons
3. Provide individual or small-group training as necessary
4. Preview, evaluate and recommend software

Other

1. Participate in professional development activities necessary for successful implementation of duties
2. Establish, develop and measure training modules for campus or district initiatives
3. Participate in summative evaluation process of instructional technology program
4. Translate summative data into performance goals for following year
5. Participate in vertical teams with other instructional technologist to ensure continuity of implementation of Technology Application TEKS
6. Facilitate implementation of RISD Technology Skills Scope and Sequence
7. Participate in District Infrastructure Steering Committee

Supervisory Responsibilities:

As assigned by the Coordinator of Instructional Technology

Equipment Used:

Personal computer, printer, scanner, digital camera