

MABANK ISD

Job Title:	Instructional Technology Specialist	Exemption Status/Test: Exempt/Administrator in an Educational Establishment
Reports to:	Director of Instructional Technology	Date Revised: 10/09/19
Dept./School:	Central Office	Days: 197

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, and interpersonal skills

Experience:

Three 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. Assess participant acquisition of skills using a variety of evaluation procedures and conduct follow-up training based on results.
2. Design individual instructional modules, instructional materials, and training aides 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. 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.
5. Monitor and evaluate implementation of technology-based curriculum at the campus level.

Budget and Inventory

6. Assist principal to administer campus budget for instructional technology expenditures.
7. Monitor purchase and use of legal software at the campus level.

Other

8. Compile, maintain, and file all 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. Comply with all district and campus routines and regulations.
10. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____