

JOB DESCRIPTION

TITLE INSTRUCTIONAL TECHNOLOGY SPECIALIST

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree with an emphasis in Education or related field from an accredited educational institution required. Prior experience in implementing instructional technology in an educational setting and assisting teachers in using technology effectively.
Language Skills	Ability to communicate and model effective classroom instruction. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and school board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Florida Teacher Certification
Reasoning Ability	Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to talk and hear. The employee is required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision,

distance vision and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May occasionally be required to work near mechanical parts with minimal risks for electrical shock. Individuals will experience moderate noise levels (examples: business office with computers and printers, light traffic).

REPORTS TO

Director of Instructional Technology /Media Services

GENERAL RESPONSIBILITIES

1. Acts as project manager for major district technology initiatives overseeing planning, development, and implementation.
2. Researches the latest technology to identify how it can be utilized in the classroom to facilitate teaching and learning.
3. Provides training to instructional staff in the use of appropriate instructional technologies and appropriate classroom management techniques to facilitate teaching and student learning.
4. Acts as a liaison between the schools and the Instructional Technology Department.

SPECIFIC RESPONSIBILITIES

1. Maintains knowledge of the latest developments in instructional technology, including software, online resources, as well as hardware.
2. Maintains knowledge of the latest developments in curriculum and instruction.
3. Integrates instructional technology into all appropriate content areas through collaboration with supervisors, coordinators and teachers.
4. Assists in the implementation of the latest technologies in the classrooms by creating training materials in a variety of formats, developing training sessions, and providing the training and follow up support.
5. Assists teachers in the development of strategies using technology to enable students to achieve academically and to also become technology literate as defined by the ISTE student technology standards.
6. Provides follow-up to technology staff development to ensure implementation of the strategies in the classrooms.

7. Assists schools in developing their School Improvement Plan as it relates to The Statewide STaR Survey and the school's technology growth.
8. Assists in writing grants that involve technology and oversees the implementation of awarded grants.
9. Performs other duties as assigned.