

**Instructional Technology Specialist**  
**New Hanover County Schools**

**Job Description**

**Class: Certified**  
**Dept: Technology**

**TITLE:** **Instructional Technology Specialist**

- QUALIFICATIONS:**
1. Bachelor's degree with teacher licensure as Media Coordinator, Instructional Technology Specialist, or with a Special Endorsement in Computer Education.
  2. Three or more years of Instructional Technology experience.
  3. Three years of successful classroom teaching.
  4. Valid North Carolina driver's license.
  5. Other qualifications the superintendent and board may find appropriate.

**REPORTS TO:** Chief Technology Officer

**JOB GOAL:** Direct, manage, and coordinate projects related to digital teaching and learning.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and technology.
2. Support the staff in the schools, and keep them informed and trained in the use of current software/hardware; assist in the planning and implementation of digital teaching and learning.
3. Provide support for the integration of the NC Technology and Information Skills and the Digital Learning competencies for administrators and teachers, and manage/support the staff development around these state expectations. Evaluate and provide feedback on teacher submitted items for the district digital badge program.
4. Provide leadership and coordination to develop, implement, and update school and system digital teaching and learning plans, focusing on the integration of technology into the ongoing curriculum.
5. Assist in the selection and purchasing of technology resources; pursue funding for technology endeavors through grant writing or other alternative funding sources; assist with the NC Digital Learning & Media Inventory and the NHCS fixed asset inventory; write purchase orders for needed project items.

6. Model digital teaching and learning best practices; serve as a source of information on trends, research, applications, and effective practices related to digital teaching and learning; knowledgeable of the most current relevant digital tools available; assist teachers in developing curriculum materials and specific lesson plans utilizing technology.
7. Engage in ongoing evaluation of the effectiveness of the informational and instructional technology planning, program, and staff development.
8. Design, develop, and present professional presentations to a variety of audiences; coordinate and facilitate diverse internal and external committees.
9. Facilitate school participation in special activities; implement and support any local, state, and federal grant as it pertains to the instructional technology program.
10. Attend meetings and staff development functions; participate on a wide variety of school system and professional groups and committees.
11. Identify business, industry, and community resources that could enhance digital teaching and learning and coordinate cooperative efforts between the community and the schools.
12. Coordinate the endeavors with the Technology Department to develop a strong, cohesive department that is supportive of all technology use throughout the school system; work closely with the other members of the Instructional Services Team to develop short and long-range plans to support the total instructional program and coordinate the annual Summer Institute for Instructional Innovation.
13. Perform related duties and responsibilities as requested by the Chief Technology Officer or supervisor.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/FLSA Exempt

**Starting Salary and/or Grade:** State teachers salary scale

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Demonstrate functional knowledge of instructional technology functions and applications, basic networking systems, technology systems; ability to utilize all aspects of the district instructional software programs.

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- Demonstrate functional knowledge of adult learning styles and effective teaching skills, and effective communication and interpersonal skills; general knowledge of curriculum.
- Demonstrate functional knowledge of strategies for seeking alternate funding sources; ability to prepare and administer a project budget; knowledge and experience in managing and forecasting budgetary items.
- Demonstrate functional knowledge of general programs, policies, and practices used in educational organizations; Extensive knowledge of GSuite applications and Microsoft Office as well as working knowledge of Canvas LMS.
- Demonstrate functional knowledge of long range and strategic planning concepts.
- Ability to establish and maintain cooperative working relationship; ability to work alone or supervise any number of personnel required to accomplish the assigned task.
- Ability to effectively administer, simultaneously, a variety of projects/activities.
- Ability to coordinate and plan, meet deadlines, accomplish specific tasks, or meet specific standards.
- Ability to lift up to 50 pounds.