

POSITION TITLE: Instructional Specialist- Business and Information Technology

QUALIFICATIONS: A Postgraduate Professional License with an endorsement in Business and Information Technology. An undergraduate degree in Business and Information Technology. A Master's Degree in Business and Information Technology or Administration and Supervision. A minimum of three years of recent successful experience as a teacher, administrator, or supervisor is required. Must possess knowledge of teaching techniques, instructional materials, and current trends and issues in the area of specialization. Excellent interpersonal, communications, presentation, planning, and organizational skills are required. Must be able to provide leadership to achieve established goals and objectives. Must have comprehensive knowledge of the major systems of technology and effective organization and management of laboratory instruction. Must have considerable knowledge of how to develop and use systematic methods and instruments for appraising and recording student progress. Must have a thorough understanding of the content, skills and techniques necessary to teach Business and Information Technology. Must have a thorough understanding of teaching techniques, instructional materials, and current trends. Must have the ability to establish and maintain effective working relationships with directors, specialists, school administration, teachers, central office staff, service providers, and business and community representatives.

PERFORMANCE EXPECTATIONS: Coordinates the development of curriculum guides and supplemental instructional resources. Develops, coordinates, and evaluates system-wide instructional programs to include the recommendation of new instructional programs, equipment, materials, textbooks, and software. Monitors the effectiveness of Business and Information Technology program and recommends improvements. Plans and monitors a public relations program to inform the community and school district of programs and goals through the use of videos, brochures, pamphlets, public service announcements and other presentations. Prepares reports, responds to surveys, research programs, and other professional undertakings as requested by division, local, and state authorities. Provides throughout the year a variety of personal development for teachers such as workshops and seminars. Develops annual plan for professional development and certification activities. Plans with other instructional specialists to coordinate efforts for the improvement of teaching and learning strategies. Assesses curriculum, assures the maintenance of updated instructional materials, and coordinates the development of curriculum when needed. Establishes program offerings to meet the needs of students for employment and post-secondary education. Meets with and informs guidance counselors of current program offerings, trends, and issues in Career and Technical Education. Performs other related duties as assigned.

REPORTS TO: Director of Curriculum & Instruction and Associate Superintendent of Academic Services

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 123

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt