

SCHOOL DISTRICT OF DESOTO COUNTY

INSTRUCTIONAL TECHNOLOGY SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Valid Florida teaching certificate in a core subject area and/or technology.
- (3) Three (3) years of successful classroom teaching experience.
- (4) Documented technical training or experience recommended, supplemented by specialized computer courses or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- (5) Successful use of instructional technology programs documented by student achievement data.
- (6) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

The candidate shall possess a working knowledge of curriculum and its alignment with district strategic goals, coupled with experience in providing training for adult learners. Demonstrate an ability to establish and maintain harmonious working relationships with teachers, administrators, and district staff. Evidence of leadership and organizational skills is essential. In-depth knowledge of computer systems and basic troubleshooting of classroom technology and IT systems. Advanced knowledge of classroom software resources and troubleshooting. Familiarity with PreK-12 technology software and processes.

REPORTS TO:

Executive Director of Business Services

JOB GOAL

Facilitate the proficient integration of technology by instructional, support, and administrative staff to elevate employee performance, classroom instruction, and student learning outcomes.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Collaborate with teachers and administrators to integrate technology effectively into classroom instruction.
- * (2) Provide individualized coaching and support to teachers in implementing technology tools and resources.
- * (3) Develop and deliver professional development sessions and workshops on educational technology topics.
- * (4) Stay informed about emerging educational technologies and trends to inform instructional practices.
- * (5) Assist in the selection and implementation of appropriate educational software and digital resources.
- * (6) Create or select short- and long-range plans based on district and state technology needs and instructional priorities.

April 23, 2024
Effective Date: July 1, 2024

IJNSTRUCTIONAL TECHNOLOGY SPECIALIST (Continued)

- * (7) Support teachers in creating engaging and interactive learning experiences using technology.
- * (8) Serve as a resource for troubleshooting technology issues and providing technical assistance to classrooms and building-level administrators.
- * (9) Collaborate with curriculum specialists to ensure technology integration aligns with educational goals and standards.
- * (10) Collect and analyze data on technology usage and effectiveness to inform decision-making.
- * (11) Support non-instructional staff in the implementation of educational technology as needed.
- * (12) Monitor the implementation of professional development activities in the classroom and/or in the workplace.
- * (13) Perform other duties as assigned.

Employee Qualities/Responsibilities

- * (14) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (15) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (16) Ensure adherence to good safety standards.
- * (17) Maintain confidentiality regarding school/workplace matters.
- * (18) Model and maintain high ethical standards.
- * (19) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (20) Maintain current knowledge of technology and instructional practices that relate to the use of technology.
- * (21) Available to work a flexible schedule

Inter/Intra-Agency Communication and Delivery

- * (22) Work cooperatively with a variety of stakeholders within the district.
- * (23) Serve as liaison between the district and local, state, and federal agencies.
- * (24) Coordinate use of technology with all school personnel.
- * (25) Exercise service orientation when working with others.
- * (26) Use effective, positive interpersonal communication skills.
- * (27) Respond to inquiries and concerns in a timely manner.
- * (28) Serve on school/district committees as required or appropriate.

System Support

- * (29) Exhibit interpersonal skills to work as an effective team member.
- * (30) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (31) Demonstrate support for the school district and its goals and priorities.
- * (32) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (33) Participate in cross-training activities as required.
- * (34) Gather information documenting the effectiveness of the program, interprets this information, and provides constructive input in evaluation of the program.
- * (35) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

IJNSTRUCTIONAL TECHNOLOGY SPECIALIST (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane SS

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.