

School District of Bradford County

Job Description

Instructional Technology Specialist

FLDOE Job Code: 65021 – Computer Systems User Educator, Instructional Technology

Qualifications:

1. Four (4) year degree in computer science or education.
2. Valid Florida Teaching Certificate preferred.
3. Minimum of two (2) years of experience in educational computing.
4. Must possess high awareness and practical experience of technological tools in the classroom.
5. Has the ability to work independently.
6. Has excellent interpersonal and communication skills.

Knowledge, Skills and Abilities:

1. Considerable knowledge of technology systems and hardware.
2. Considerable knowledge of appropriate instructional software.
3. Considerable knowledge about current technology trends.
4. Ability to conduct workshops and training.
5. Possesses excellent written and verbal communication skills.
6. Ability to interact and relate with school personnel.
7. Possesses a willingness to assist schools and staff as needed.

Reports to: Director of Information and Technology

Job Goal: To be a resource instructional staff member for providing technical support and inservice training and coordinating the instructional program as it relates to educational technology.

Supervises: NA

Performance responsibilities:

1. Manages ordering, configuration, assignment, and repair of chromebooks or other student classroom related devices.
2. Maintains a working knowledge of the instructional technology being used by the district.
3. Maintains a working knowledge of google applications and other classroom tools.
4. Researches new technologies and educational software that may benefit the classroom.
5. Makes recommendations for district adoption of new technologies and classroom software.
6. Takes a leadership role to participate in and help facilitate the District Technology Committee.
7. Has an extensive role in creating the yearly Digital Classroom Plan and other district or school initiatives.
8. Negotiates prices for selected technologies.
9. Arranges for vendor walk thrus and demonstrations.
10. Provides regular professional development either 1-on-1 or in group settings.

Physical Requirements: Light work - Exerting up to 40 pounds of force occasionally and/or up to 10 pounds of force frequently 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.

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

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