San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Instructional Technologist	**Exemption Status:**	Exempt
Reports to:	Asst. Superintendent of Academic Services	**Pay Grade:**	02
Works with:	District Personnel	**Days:**	226
Dept./School:	Curriculum & Instruction	**Date Revised:**	10/10/2019

Primary Purpose:

The Instructional Technologist Specialist is responsible for providing the district with instructional technology services. The Instructional Technologist provides leadership and coordination for the instructional technology program.

Prerequisites:

- Master's Degree (MA,MLS, MLIS); and
- Texas Certified Classroom Teacher with at least 5 years of teaching experience (3 of which in a technology setting).

Special knowledge/skills:

1. Classroom and workshop teaching experience.
2. Knowledge of multimedia applications such as Photoshop, ILife, etc.
3. Effective managerial, supervisory and interpersonal skills
4. Effective oral and written communication skills
5. Ability to work effectively in a team environment and independently

Major Responsibilities and Duties:

1. Provide leadership and coordination for instructional technology support services on campuses.
2. Oversee the assigned areas of budget, technologies and other resources.
3. Supervise and provide leadership to assigned staff, include hiring, supervising and annual performance evaluations.
4. Assist with the development of a training program to keep staff current with new instructional technologies.
5. Attend "train-the-trainer" sessions to continue to provide updated technology integration for the district.
6. Collaborate with the Director of Staff Development to provide trainings to increase and enhance the use of academic technologies for learning and teaching.
7. Serve as the IT liaison to assist campuses with identifying support needs, assigning IT staff to campuses to ensure that their educational technology needs are being met.
8. Coordinate and updating the Technology website by
   - Develop new programs and initiatives to engage faculty and staff in activities to seek out and explore new instructional technologies appropriate for their respective campuses.
9. Serve as a technical advisor to faculty and support staff as they develop digital materials to support teaching and learning.
10. Writing or reviewing grants to gain new technologies for the district.
11. Assist with the management of the classroom technologies. Duties to include:
    - Arranging and/or presenting workshops on classroom technologies.

- Provide other technical assistance and troubleshooting to classroom technology issues as time permits.
- Respond to user's phone, walk-in, and email inquiries in a timely fashion.

12. Perform other duties as requested by the Director Elem/Sec Instructional Implementation.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: Nate Cavman, Ed.D. Date OCT 10 2019