



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Campus Instructional Technologist

Exemption Status/Test:

Exempt/Administrator in an Educational Establishment

Reports to: Principal/Director of Instructional Technology

Pay Grade/Days: TCH/ 187 days + optional 10 additional days

Dept./School: Assigned Campus

Date Revised: September 2025

PRIMARY PURPOSE:

Develop and train instructional staff to effectively incorporate the use of technology into instructional programs and curriculum.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree

Valid Texas teaching certificate

Knowledge/Skills/Abilities:

Knowledge of instructional software applications

Ability to develop and deliver technology training to adult learners

Knowledge of curriculum and technology used in instructional setting

Strong organizational, communication, and interpersonal skills

Experience:

3 years teaching experience

MAJOR RESPONSIBILITIES AND DUTIES:

Training

1. Design, develop, and present effective campus- and district-level staff development on the use of technology-based instructional strategies in the classroom. Assess participant acquisition of skills using a variety of evaluation procedures and conduct follow-up training based on results.
2. Design individual instructional modules, instructional materials, and training aides that incorporate the use of technology into the existing curriculum.
3. Work with principal(s) and campus committees in planning technology training, implementing technology plans, and selecting instructional equipment and software.
4. Work with district technology staff and outside vendors to ensure that teachers and administrators have the support, equipment, and materials needed to implement technology-based instruction.
5. Monitor and evaluate implementation of technology-based curriculum at the campus level.

Budget and Inventory

6. Assist principal to administer campus budget for instructional technology expenditures.
7. Monitor purchase and use of legal software at the campus level.



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Other

8. Compile, maintain, and file all reports, records, and other documents required.
9. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
10. Comply with all district and campus routines and regulations.
11. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

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

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

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

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

Environment: Frequent districtwide travel

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

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____