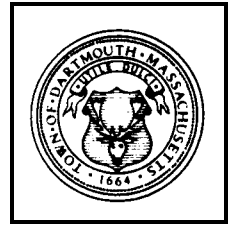


Posting: 27-2-33
Posted: July 16, 2026



**Dartmouth Public Schools
Dartmouth, Massachusetts**

NOTICE OF POSITION VACANCY

Dartmouth High School

Position Posting:

Instructional Technology Specialist

Starting Date:

August 31, 2026

Reports to:

Executive Director of Technology & Building Administration

Salary Scale:

\$58,813 through \$106,943

Requirements:

- MA DESE Certification in Instructional Technology.
- Knowledge and training in instructional technology skills including productivity tools to support the curriculum.
- Demonstrated abilities to work across schools and the school district in an effective manner with various audiences.
- Knowledge of effective methods of technology integration.
- Strong skills in hardware and software problem solving.
- Prior teaching experience, work with students/staff preferred.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Responsibilities:

See attached job description.

Persons interested in this position should submit a letter of interest, resume and proof of valid MA DESE licensure to:

Dr. June Saba-Maguire, Superintendent of Schools
Dartmouth Public Schools
8 Bush Street
Dartmouth, MA 02748

or via email to kathleengenthner@dartmouthschools.org

The Dartmouth Public Schools is an affirmative action employer, ensuring that its programs and facilities are accessible to the public. We do not discriminate on the basis of race, creed, color, age, sex, gender identity, national origin, disability, homelessness, sexual orientation, pregnancy or pregnancy related condition.

Dartmouth Public Schools

Instructional Technology Specialist

Job Description

Minimum Qualifications:

- Knowledge and training in instructional technology skills including productivity tools to support the curriculum.
- Demonstrated abilities to work across schools and the school district in an effective manner with various audiences.
- Evidence of capacity and disposition to work cooperatively with pupils, parents, teachers and school administrators.
- Knowledge of effective methods of technology integration.
- Strong skills in hardware and software problem solving.
- Prior teaching experience, work with students/staff preferred.
- Massachusetts certification in Instructional Technology preferred.
- Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

Reports to: Chief Technology Officer and Building Administration

Job Goal: To support and assist staff members in the use of instructional technology in the classroom.

Performance Responsibilities:

1. Works directly with staff members to support the use and integration of technology in the curriculum and the implementation of digital literacy standards.
2. Collaborates with instructional staff, library media staff and administration to develop lessons and units that utilize instructional technology.
3. Supports teachers as they integrate higher level problem solving, critical thinking, and communication skills in lesson design through the use of appropriate technology.
4. Works with staff members to differentiate instruction through the use of technology.
5. Plans, organizes and presents professional development programs that support instructional technologies to staff members and administration.

6. Models the uses of existing technologies and the introduction of new technologies for students and staff.
7. Develops strategies to share best practices for effective use of technology with staff.
8. Assists with budget planning and grant writing for instructional technology.
9. Reviews and maintains up-to-date knowledge of appropriate software that supports instruction, assessment and the curriculum.
10. Supports the curriculum review process in various subject areas to integrate instructional technology standards.
11. Assists staff members with use of software including word processing, database, spreadsheet, telecommunications, multimedia presentation, Internet, e-mail and administrative tools.
12. Assists the director in maintaining a coordinated inventory program of all department supplies, software and equipment.
13. Provides basic hardware and software troubleshooting as appropriate.
14. Supports the district's policies and procedures related to use of technologies and makes recommendations to the director for review as appropriate.
15. Participates in curriculum meetings to develop digital literacy curriculum.
16. Performs additional duties as assigned by the Chief Technology Officer and Assistant Superintendent.
17. Assists school administration on new initiatives related to or including technology.

Terms of Employment:

Salary and work year as established by the Agreement between the School Committee and the Dartmouth Educators Association.