

CAMPUS INSTRUCTIONAL TECHNOLOGIST JOB DESCRIPTION

Job Title: Campus Instructional Technologist

Wage/Hour Status: Professional

Reports to: Coordinator of Instructional Technology

Pay Grade: 102 (197 Calendar)

Dept./School: Technology Services

Date Reviewed: 7/2018

Primary Purpose:

Be responsible for training, modeling, and assisting teachers in integrating technology in the classroom to improve student achievement. Coordinate the management of instructional and non-instructional networks. Acquires and updates skills as necessary for effective instructional technology management. Installs, troubleshoots, and maintains instructional hardware and software. Train users in applications on the integration of technology into lesson planning. Coordinate activities of outside vendors, consultants and trainers. Provide support and efficient data to campus level personnel. Ensure efficient and effective access to information and related technology to all campus and administrative departments.

Qualifications:

Education/Certification:

- Bachelor's Degree.
- Valid Teaching certificate.
- Masters in Instructional Technology preferred.

Special Knowledge/Skills:

- Knowledge of instructional and testing applications and the K-12 educational environment is preferred.
- Must have knowledge and experience with CSCOPE, Eduphoria!, TPRI, TELPAS, Compass Learning, Bridges, Destiny, Vision Lab Management Software, Rosetta Stone, Fitness Gram, Student Information Systems, Apple Integration, and Microsoft desktop applications.

Experience:

- Must have 4+ years' experience in the support of instructional software applications or working with instructional software in an educational environment.
- Must have 4+ years' experience working with and demonstrating the use of instructional and assessment technology.
- Should have basic understanding of Apple products, iTunes U, Apple Configurator, and Course Managers.

Major Responsibilities and Duties:

Information Management:

1. Provides teachers with strategies of how technology can be used to achieve the Crowley ISD expectations.
2. Establishes an environment encouraging creative and independent use of instructional Technology.
3. Coordinates and/or provides training to school staff in network and software use. Coordinates activities of outside vendors, consultants and trainers.

CAMPUS INSTRUCTIONAL TECHNOLOGIST JOB DESCRIPTION

4. Encourages student development of skills in the use of instructional technology resources.
5. Models effective use of technology in the classroom and media center for teachers and students.
6. Facilitates the use of existing and emerging technology by staff and students. Some examples are interactive video, CD-ROM, instructional television and telecommunications.
7. Coordinates the maintenance, operation and management of existing school computer networks.
8. Facilitates staff participation in the evaluation and selections of new software, hardware, and materials to support instructional objectives.
9. Maintains inventory of campus hardware and related peripherals. (Inventory Control)
10. Organizes technology resources for easy accessibility by students and staff in coordination with the media specialist.
11. Ensures software in the school is properly licensed and maintains related records.
12. Works cooperatively with the campus administration, school staff, the school improvement teams and the instructional technology office.
13. Incorporates principles of district instructional technology plan into school technology planning. Further, ensures that technology is an integral part of the school improvement plan and supports the school's curriculum and instructional program.
14. Coordinates use of technology with all school personnel.
15. Interprets the school's instructional technology program for staff, parents and members of the community.
16. Develop training for all modules of instructional/assessment products and provide on an ongoing basis.
17. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of information management and technology.
18. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
19. Attend professional growth activities to keep abreast of innovations in information management and technology services.
20. Maintain constant flow of communication with Regional Service Center for opportunities to improve the integration of technology to the campuses.
21. Performs any and all duties as assigned.
22. Successfully advances district initiatives.

**CAMPUS INSTRUCTIONAL TECHNOLOGIST
JOB DESCRIPTION**

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Maintain positive attitude when dealing with customers.
Frequent district travel and occasional statewide travel. Occasional prolonged and irregular hours.
Daily lifting and carrying of heavy objects (45 lbs. or over). Walking, standing, bending, stooping and/or climbing.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature _____ Date _____

Printed Name _____