

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Job Description

INSTRUCTIONAL TECHNOLOGY SPECIALIST

Salary Schedule: Instructional 55	Number of Work Days as Contracted Daily Work Hours: 7.5	FLSA Status – Exempt
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JOB GOAL: Responsible for coordinating, organizing and facilitating the school library media/technology program with emphasis on the effective selection and utilization of instructional media/technology within the school setting while working in collaboration with the school media specialist(s), school media/technology committee, and administration.

REQUIRED QUALIFICATIONS:

1. Minimum of a Bachelor's degree from an accredited institution
2. Valid Florida Educator's Certificate
3. Admission to the District School Board of Pasco County Instructional Technology Specialist pool
4. Successful experience in the utilization of technology in an instructional setting

DESIRED QUALIFICATIONS:

1. Post-graduate degree in instructional technology or a related field from an accredited institution
2. Specialized training in instructional technology
3. Successful classroom teaching experience
4. Experience with staff development or training of adults

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Communicate effectively in written and oral form using positive interpersonal skills with students, faculty, staff, administration, and parents
2. Employ effective coaching skills
3. Demonstrate leadership skills in both formal and informal settings
4. Ability to organize, prioritize, and manage work assignments in an efficient manner
5. Ability to work effectively with co-workers
6. Advanced knowledge and skills in instructional media and technology

REPORTS TO: Site Administrator

SUPERVISES: Not Applicable

PERFORMANCE RESPONSIBILITIES:

Design

1. Collaborate to define objectives of the media/technology program that best support the district and school vision, mission, and goals and to identify implementation strategies needed for achievement of those objectives

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2. Plan media/technology program activities that are integrated with other programs of the school
3. Provide on-going evaluation of the media/technology program and make program modifications as needed
4. Participate in staff development training provided and/or promoted by the district
5. Provide inservice training for teachers which stimulates effective utilization of media/technology tools and the development of innovative instructional activities which provide students opportunities to develop the Information Communication Technology (ICT) literacy skills needed to meet state and national standards
6. Recommend budget allocation for an effective media/technology program and to meet the goals and objectives defined in the media/technology program plan
7. Contribute to the design of the total school curriculum and instructional program through participation on school leadership teams and committees
8. Serve as a member of district committees, when possible and appropriate, for the development of activities, training materials and programs to disseminate media/technology information and to promote integration of ICT literacy skills and cooperation among schools Implement appropriate server structure to meet the needs of the school and district standards

Consultation

1. Establish an environment which encourages creativity, communication, critical thinking, and problem solving skills through the independent use of instructional media/technology tools throughout the school
2. Contribute to students' development of ICT literacy skills through collaboration with teachers, curriculum leaders, and administrators for the use and integration of technology in the instructional program
3. Collaborate with classroom teachers, curriculum leaders, and administrators to provide an integrated developmental program of instruction for students in the effective use of ICT literacy tools for creative communication, critical thinking, and problem solving
4. Promote effective uses of appropriate instructional technology in the classroom and the school media center for teachers and students through modeling and coaching
5. Assist educators in the use of appropriate computer applications for integration into their curriculum, research of best practices, and records management
6. Provide professional development to teachers and administrators in the effective use of technology for data collection and analysis to determine student response to instruction to improve student gains
7. Assist classroom teachers with using technology to differentiate instruction to meet the needs of all learners
8. Provide technical assistance for the use of instructional technology and ensure access to school networks by students, faculty, and staff
9. Assist teachers and students in developing skills in the effective use of creative communication tools, including presentation software, digital audio and video, and other emerging technologies

Information

1. Interpret the schools' instructional media/technology program for students, staff, parents and members of the community
2. Provide educators with information about new technology developments in their specific area of responsibility

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3. Actively pursue educator and student participation in selection and evaluation of technology materials and equipment to support instructional objectives
4. Ensure that the school website is operational, current and meets district standards

Administration

1. Manage the school wide computer network
2. Assist in the provision of a well-chosen and up to date collection of instructional technology materials and equipment to meet identified needs of the school media/technology program
3. Assist in the organization of technology resources for optimum accessibility by students and educators in order to support the school media/technology program
4. Maintain inventory and maintenance records for all media/technology resources in collaboration with the media specialist(s)
5. Supervise school media/technology assistant(s) and student volunteers assigned to the media/technology center in collaboration with the School Media Specialist
6. Perform other duties as assigned