

## **INSTRUCTIONAL TECHNOLOGY SPECIALIST**

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### **QUALIFICATIONS**

#### **A. REQUIRED**

- High School diploma or GED **and**;
- An Associate's or higher degree **or**;
- At least two years of study at an institution of higher education **or**;
- Passing score on a skills assessment (Parapro, ACT Workkeys, or Master Teacher's Para Educator Learning Network)

#### **B. DESIRED**

- Previous experience using computer technology in the classroom
- Previous experience working with school-aged children

### **SUMMARY**

Provides technology assistance to students and staff members. Promotes continued expansion of the use of technology as an instructional tool. Regular attendance is necessary to perform the essential functions of this position.

Reports to: School Principal/Designee

### **ESSENTIAL FUNCTIONS**

- Sets up and maintains all technology equipment
- Ensures equipment is in good running order; coordinates necessary repairs as needed
- Communicates regularly with the school administration regarding technology issues
- Assists with setting up and maintaining required technology for student assessments
- Maintains technology device inventory
- Catalogues and maintains appropriate software licenses
- Orders necessary technology supplies under established guidelines
- Assists in the scheduling and operation of the computer labs
- Prepares special, monthly, and annual user reports
- Provides in-service and training and prepares abbreviated directions for commonly used technology devices
- Assists in establishing guidelines and enforces rules for technology device usage
- Keeps up to date with regard to tech advances and shares information with the principal and teachers
- Reviews software ordered by teachers and assists them with usage of it
- Assists staff with Microsoft Office questions
- Maintains computer carts, labs, lock boxes and other technology equipment
- Assists with other curriculum based software programs
- May supervise student aides
- Attends required meetings
- Exhibits patience, courtesy and tact when dealing with others



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- Promotes and supports district-wide educational advancement in the use of technology
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs related duties as required

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to communicate orally and in writing
- Ability to perform functions requiring manual dexterity
- Ability to perform functions from written and oral instructions
- Ability to sit and/or stand for extended periods of time
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend information
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to reach, stoop and carry up to 30 pounds
- Ability to operate digital office and classroom equipment