



**Job Title:** Instructional Technology Specialist Title I      **Exemption Status/Test:** Exempt  
**Reports to:** Digital Learning Coordinator      **Date Revised:** July 2021  
**Dept. /School:** Teaching and Learning Development

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**Primary Purpose:**

Provide technology integration training and support to Title I schools, Teacher support includes, but is not limited to, modeling lessons, mentoring, and assisting with technology applications; as well as working with the Organizational Learning Department Team to Meet Strategic Plan goals.

**Qualifications:**

**Education/Certification:**

Master's degree in education or subject-related field  
Valid Texas Teacher Certification

**Experience:**

Minimum of five (5) years demonstrated successful teaching experience in the classroom  
Experience effectively applying the skills of collaboration, communication, and critical thinking to perform at the highest level of professional practice, preferred  
Experience designing and facilitating blended and face-to-face learning experiences, preferred  
Experience with LMS systems and developing online learning courses, preferred  
Experience coaching teachers on digital learning practices for instructional success in the classroom, preferred  
Experience managing digital environments including hardware/software configurations on multiple platforms, preferred

**Special Knowledge/Skills:**

Demonstrated in-depth understanding of the Technology Applications TEKS and ISTE Standards, with a focus on designing effective classroom resources and instructional strategies for teachers  
Demonstrated expertise in the design and facilitation of integrated technology in a student-centered curriculum  
Demonstrated ability to integrate twenty-first century skills and technology into student learning experiences  
Ability to successfully provide teacher support in the area of technology applications  
Strong, master-level instructional technology skills including, but not limited to, MacBook's, iPads, district online learning programs, blogging, and other technology integration tools  
Highly proficient in verbal and written language

**Major Responsibilities and Duties:**

**Program Management**

1. Collaborates with Title I administrators and teachers to determine current and future digital learning needs.
2. Stay abreast of research in the fields of ed-tech, instructional practices, and organizational development.

3. Collaborates to design and implement engaging inquiry-based digital learning experiences on a multitude of platforms, including but not limited to Google, Canvas, Seesaw, Apple, SMART, and web-based applications.
4. Establishes learning objectives and protocols for digital learning sessions and develops plans and timelines.
5. Determines the most appropriate instructional method for learning opportunities.
6. Curates and develops appropriate materials including handouts, quick start guides, demonstration devices, multimedia and visual aids.
7. Schedules learning sessions for Title I campuses, including all inherent logistical elements for success.
8. Designs and facilitates digital learning sessions to all levels of Title I employees.
9. Serves as a resource to teachers, administrators, and other staff to identify and access professional literature, training materials, and learning opportunities.
10. Assists the Digital Learning Coordinator to implement digital learning programs.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment such as personal computers and peripherals with peripherals, technologies for the adult and student classroom

**Posture:** Prolonged sitting, 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:** Working irregular hours; occasional prolonged hours

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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.