

Instructional Technology Specialist

PRIMARY FUNCTION:

Under the direction of the Director of Instructional Technology, the Instructional Technology Specialist is responsible for working directly with site instructional staff to facilitate the implementation and integration of technology in SMJUHSD classrooms. The Instructional Technology Specialist is required to plan, communicate, and implement professional learning centered on assisting teachers and students in the use of instructional technology to enhance classroom instruction. The Instructional Technology Specialist will show the effective uses of instructional software applications, laptops, tablets, interactive displays, and other applicable technological equipment.

ROLES AND RESPONSIBILITIES:

- Provide demonstrations and instructional lessons for classrooms, PLCs, and departments as needed.
- Provide individual support to teachers and students in the use of technology.
- Work in collaboration with the Curriculum and Instruction Department and teachers to develop a variety of training opportunities and options that align with district goals and vision.
- Utilize a training and support request system to receive and document staff training requests.
- Assist other Technology Department teams with integrations of instructional software and learning platforms.
- Attend all Technology Department meetings and serve as collaborative member of the Technology Department.
- Assist in the planning and implementation of instructional technology workshops and trainings.
- Collaborate with Network Technicians, Network Systems Specialists, Student Information Systems Analysts, Information Technology Manager, and Director of Instructional Technology to develop and enhance systems for effective use of technology.
- Maintain knowledge of trends and new developments with hardware, software, and instructional practices utilizing technology.
- Collaborate with the Curriculum and Instruction Department to assess and provide input on technology software purchases.
- Use effective collaboration and communication skills with team members, colleagues, and other stakeholders.

PRIMARY EVALUATOR/WORK LOCATION:

- Director of Instructional Technology
- Position to be located at District Office or as assigned
- May be required to travel to multiple school sites

REQUIRED QUALIFICATIONS:

- Have a minimum of five (5) years classroom teaching experience
- Possess a valid California teaching credential

DESIRED QUALIFICATIONS:

- Understanding of technology integrations and software management
- Experience with planning and leading professional learning for adult learners
- Strong leadership and communication skills
- Experience with both PC and Apple operating systems
- Experience with student information systems and learning management systems
- Understanding of proven instructional strategies utilizing technology
- Self-motivated

**The position will be posted at the District's discretion or every four (4) years.*