

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Instructional Technology Specialist

DEPARTMENT: Educational Technology
Teaching and Learning Services

REPORTS TO: Director of Educational Technology

POSITION SUMMARY: Under the direction of the Director, the Specialist leads and supports the effective implementation and integration of technology in all K-12 learning environments. This teacher-leader, TOSA position requires knowledge of District procedures and policies, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills

ESSENTIAL FUNCTIONS:

- Promote the vision of the district through leading the effective integration of technology across all content areas and throughout all levels.
- Support instructional staff with integration of technology into classroom instruction and learning activities for students to meet state standards, focusing on Tier 3 classroom integration.
- Collaborate with other Teaching and Learning Services, Human Resources, and building Technology Committee, and administrative staff to plan, create, and deliver technology professional development to ISD staff.
- Collaborate with the Information Technology Department and Technology Specialists when adopting and implementing new technology in support of District initiatives and student and adult learning.
- Consult with staff to provide feedback on instruction during the integration and implementation of technology in learning environments.
- Provide leadership in the selection, development, and maintenance of materials to support staff in gaining the skills necessary to effectively integrate technology as a tool for productivity, communication, research, problem solving, student engagement and decision making.
- Work with the Professional Development Specialist to market, encourage participation in and garner feedback about technology professional development initiatives and sessions.
- Plan, design, and conduct professional development learning opportunities for staff.
- Select, prepare, and maintain supportive end-user materials for staff.
- Connects staff to resources required for successful integration and implementation of technology district-wide.
- Serve on curriculum adoption committees to assist in connecting technology to the curriculum, reviewing software/subscriptions, and identifying technologies for adoption and implementation.
- Plan, coordinate and participate in the Issaquah Technology Project as needed. Must be able to flex schedule to include some evening, weekend, and summer hours at the direction of the Director; schedule will be reviewed annually.
- Working knowledge and experience with a variety of software packages, including curriculum-based products, learning management systems, communication technologies, ACTIV Technologies, iOS, Google Docs, GradeCam, Homeroom, PD Place, Atomic Learning, Skyward, and Connect.
- Maintain, manage, and utilize inventory lists and other records necessary to implement technology integration and instruction in all learning environments.
- Keep abreast of new and changing technology developments and integration into teacher instruction and student learning.
- Set and maintain clear priorities, implement viable solutions to problems, and evaluate results.
- Provide regular program data-based evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Principal and other stakeholders.
- Attend staff and other professional meetings as may be assigned or necessary.
- Continue professional growth of method and technique improvements.
- Use technology for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

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QUALIFICATIONS:

EDUCATION: Bachelor’s degree from an accredited college or university. Master’s degree or National Board Certification preferred.

EXPERIENCE: Five (5) years of successful teaching experience in public schools and effective work with leading or instructing colleagues in professional practice. At least three (3) years of instruction in a technology rich, student centered 21st Century Learning Environment as described in Tier 3 of the *Technology Integration in the Classroom* indicators. Demonstrated teacher-leader experience at the building or district level in areas of curriculum and instruction or instructional technology. Possession of instructional best practices in technology implementation and integration and prior experience coaching and training adult learners required.

CERTIFICATES & LICENSES: Valid Washington State teaching, ESA, or administrative certification required. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Maintaining as current knowledge of curricula requirements in the area of technology, including any state and federal mandates

REQUIRED TESTING: None Specified

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date