

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

JOB TITLE:	Instructional Technology Specialist	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Executive Director of Instructional Technology	PAY GRADE:	840
DEPT./SCHOOL:	Technology	DATE REVISED:	1/16/09

PRIMARY PURPOSE:

Assist with technology projects and district initiative in the elementary or secondary instructional programs of the district.

QUALIFICATIONS:

Education/Certification:

Master's Degree Preferred

Special Knowledge/Skills:

A comprehensive understanding and working knowledge of curriculum, instruction, staff development, and technology.

Experience building intuitive user interfaces. (A portfolio would be helpful in accessing past work) .

Experience with standards based design (HTML, CSS)

Experience using JavaScript to enhance user experience.

Experience using AJAX a plus.

Web application development with the LAMP stack (linux, apache, mysql, php) or other open source framework like ruby on rails.

Experience installing, configuring and managing open source content management systems (CMS) and social networking software such as drupal, joomla, and elgg.

Strong organizational, communication, public relations, and interpersonal skills.

Ability to work as part of a cluster support team

Willingness to execute written employment contract with Plano ISD

Experience:

Three years of experience in technical field preferred.

MAJOR RESPONSIBILITIES AND DUTIES:

Develop and present staff development sessions.

Research, evaluate, and make recommendations for hardware and software.

Encourage and support development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.

Deal sensitively and fairly with person from diverse cultural, and backgrounds by employing effective interpersonal skills.

Focus instructional technology towards accomplishing the district's mission and goals.

Obtain and use evaluative findings, including student achievement data to examine program/service effectiveness.

Develop materials for teachers and curriculum staff to use as they integrate technology into the curriculum.

Troubleshoot software problems for all instructional staff.

Take the initiative to develop professional skills appropriate to job assignments.

Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

Demonstrate awareness of district-community needs and initiate activities to meet those identified needs.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent districtwide travel. Occasional prolonged and irregular hours. Frequent standing, stooping, bending, kneeling, pushing and pulling. Occasional lifting up to 50 pounds. Prolonged use of computer and repetitive hand motions

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by

Date

Reviewed by

Date
