

Pflugerville Independent School District - Job Description

Job Title/Position:	Specialist, Elementary Instructional Technology	Department/School:	Technology
Pay Information:	Pay Grade: EL2 / Days: 217	Supervised By:	Coordinator, Instructional Technology
FLSA:	Exempt	Date Revised:	April 2015

Primary Purpose:

Provide support for the integration of instructional software, web-based tools, online subscription resources and equipment into the District curriculum and instructional settings. Provide just-in-time training for the integrated and relevant 21st Century resources for the content and grade level. Provide ongoing professional development to strengthen the seamless integration of technology tools by teachers and students. Work with the PD Specialist to create online modules to address P21 and technology skills proficiency acquisition.

Qualifications (Experience/Education/Certification):

Bachelor's degree in related field; Master's degree preferred; valid Texas teacher's certificate. Three years classroom teaching experience with evidence of 21st Century skills integration; ESL, GT, EC-12 Technology Applications certifications.

Major Responsibilities:

- Leads PLC with Technology Applications course teachers to ensure curriculum alignment and common assessments.
- Collaborates with teachers and instructional coaches to develop learning environments and introduce instructional techniques that support P21 skills acquisition for the teacher and student.
- Delivers campus based professional development in conjunction with the District PD Specialist to develop 21st Century Skill acquisition.
- Models the use of technology equipment, software and 21st Century tools to demonstrate best practices in meeting Curriculum Objectives and Student Expectations.
- Collaborates with the principal and school leadership team to facilitate and document school participation in technology compliance programs and District activities that support the integration of technology into the curriculum.
- Collaborates with Director of Instructional Technology, Curriculum Department Coordinators and Technology staff in the evaluation and selection of online resources, equipment and software that address curricular needs, meet learning goals and are compatible with the technology infrastructure.
- Participates with each campus CAAC in the development and implementation of the school's technology goals aligned with the District technology plan
- Conserve electricity as outlined in the districts energy management plan

Special Knowledge/Skills:

- Knowledge of district policies and procedures.
- Knowledge of curriculum design and implementation.
- Knowledge of technology hardware, software applications, ancillary equipment and online subscription resources.
- Effective communication skills (verbal and written)
- Knowledge of Best Practices, strategies and current/emerging technologies available for use in instructional settings.
- Knowledge of adult learning theory and principles.
- Ability to collaborate across content, grade levels and locations.
- Coordinate multiple tasks
- Data collection and disaggregation for campus planning
- District-wide travel

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Prolonged use of computer; position regularly requires work outside the normal work week; frequent district wide travel; must maintain emotional control under stress; must be able to push, pull, lift, and/or carry at least 40 lbs independently and over 40 lbs with assistance.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Received by: _____ Date: _____