



# Longview Independent School District

## JOB DESCRIPTION

### MSAP INSTRUCTIONAL TECHNOLOGY SPECIALIST

<b>JOB TITLE:</b>	MSAP Instructional Technology Specialist	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Chief Technology Officer/Director of MSAP	<b>TERMS:</b>	10 Months
<b>DEPARTMENT:</b>	Technology Department/ Assigned Campus	<b>PAY GRADE:</b>	Professional 2 (Grant Funded)

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#### PRIMARY PURPOSE:

Provide training to staff to facilitate the effective use of technology for instruction at the campus level; provide technical support in the use of hardware and software to multiple campuses. Collaborate with magnet program staff and leadership to implement theme-based instructional strategies, ensuring technology tools and resources support the Magnet Schools Assistance Program (MSAP) goals of diversity, equity, and academic excellence.

**This is a grant-funded position and is contingent on availability of funds.**

#### QUALIFICATIONS:

##### Minimum Education/Certification:

Bachelor's degree from accredited college or university  
Valid Texas teaching certificate

##### Special Knowledge and Skills:

- Knowledge of computer hardware and software applications
- Ability to develop and deliver technology training to adult learners
- Knowledge of curriculum and technology used in instructional setting
- Strong organizational, communication, and interpersonal skills
- Experience integrating magnet themes (e.g., STEAM, digital arts, IB frameworks) into instructional technology plans.
- Ability to coordinate with diverse stakeholder groups (teachers, families, community members) to promote technology initiatives aligned with desegregation and student-engagement objectives.

##### Minimum Experience:

One year of teaching experience; computer applications competence



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### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **Training**

1. Provide campus- and district-level staff development on technology issues—including hardware, software, and theme-based integration—ensuring alignment with MSAP's specialized curriculum and grant requirements.
2. Design and evaluate training modules specifically oriented to magnet themes (e.g., project-based learning, gaming and digital arts), using varied assessment methods to monitor teacher and student growth.
3. Assess participant acquisition of skills using a variety of evaluation procedures
4. Share effective technical and instructional strategies with teachers for the effective use of technology in the classroom

#### **Technical Support**

5. Assist with detection and resolution of software application and hardware problems
6. Serve as liaison to outside vendors that provide support for technology equipment and materials
7. Assist principals and campus committees with planning of technology training, implementation of technology plans, and selection of technology equipment and software
8. Assist in evaluating the implementation of technology at the campus and district level
9. Support MSAP curriculum-specific software and digital platforms, troubleshooting issues unique to theme-based instruction (e.g., simulations, design tools, or specialized arts software).

#### **Budget and Inventory**

10. Assist in budgeting and monitoring campus technology expenditures
11. Monitor purchase and use of legal software at the campus level
12. Assist in managing MSAP-related technology spending, ensuring purchases align with the magnet project's strategic goals and compliance requirements.



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#### Other

13. Coordinate with MSAP Director and magnet campus leaders to track technology usage, project enrollment impact, and any correlation with MSAP performance measures (e.g., reducing minority group isolation, improving academic outcomes).
14. Compile, maintain, and file all physical and computerized reports, records, and other documents required
15. Comply with district policies, as well as state and federal laws and regulations
16. Adhere to the district's safety policies and procedures
17. Maintain confidentiality in the conduct of district business
18. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
19. Demonstrate regular and prompt attendance
20. Other duties as assigned

#### SUPERVISORY RESPONSIBILITIES:

Monitor the use of campus technology

#### EQUIPMENT USED:

Copier, personal computer and appropriate software, printer, calculator, fax machine and audio-visual equipment

#### WORKING CONDITIONS:

##### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data. Regularly collaborate with magnet leadership teams, program evaluators, and community partners to promote equitable access, inclusive recruitment, and successful implementation of magnet themes using technology resources.

##### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible;



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occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**EVALUATION:** Instructional Technology Specialist Performance Review

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: March 2025**