



---

## Job Description

# Instructional Technology Associate

**Reports to:** Instructional Technology Associate

**Department:** Technology

**Wage/Hour Status:** Exempt

**Terms:** 10 Months

**Pay Grade:** Administrative 1

---

### Primary Purpose:

Provide support to staff in the effective use of technology for instruction; assist with training, classroom technology integration, and basic hardware and software support at assigned campuses.

### Qualifications:

#### Education/Certification:

Bachelor's degree from accredited college or university

#### Preferred Qualifications:

Valid Texas teaching certificate

Classroom or instructional experience

Master's degree in education, instructional technology, curriculum, or related field

#### Special Knowledge/Skills

Knowledge of computer hardware and software applications

Knowledge of technology used in instructional settings

Ability to assist with technology training for adult learners

Ability to troubleshoot basic technology issues

Strong organizational, communication, and interpersonal skills

### Major Responsibilities and Duties:

- Assist with campus- and district-level technology training for staff.
- Develop and maintain instructional guides, training materials, and technology resources.
- Provide individual and small-group assistance to staff on instructional technology tools.
- Share effective technology strategies and resources with teachers for classroom use.
- Assist with detection and resolution of basic software application and hardware problems.
- Support teachers and staff with district-approved instructional applications, devices, and classroom technology.
- Assist with implementation of district technology initiatives, including 1:1 devices and instructional software.

- Work collaboratively with Instructional Technology Specialists, Computer Analysts, and other Technology Department staff to support campus technology needs.
- Assist with evaluating technology use and identifying staff training and support needs.
- Compile, maintain, and file required reports, records, and documentation.
- Comply with district policies and state and federal laws and regulations.
- Maintain confidentiality in the conduct of district business.
- Demonstrate regular and prompt attendance.
- Other duties as assigned.

**Evaluation:**

Performance will be evaluated annually in accordance with LISD Board policy

**Mental Demands/Physical Demands/Environmental Factors**

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals; standard instructional equipment

Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

Lifting: Occasional light lifting and carrying

Environment: Frequently work prolonged or irregular hours. Frequent district wide travel.

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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

**ESTABLISHED/REVISED: September, 2026**

