



TALENT MANAGEMENT

Job Description

Job Description Reference Guide San Antonio Independent School District

Position Title:	Educational Technology Instructional Specialist
Job Title:	Instructional Specialist I
Function:	Instruction
Family:	Instructional Support

Reports to:	Executive Director of Educational Technology & Extended Learning	Pay Grade:	W4
Terms of Employment:	<ul style="list-style-type: none">• 197 days per year.• Prob/Term-Other Professional employment agreement.• Salary is in the Administrative Program Job Group W4 on the SAISD Compensation Plan.• Entry salary is at \$52,819.64 with consideration for directly related experience.• Additional stipend of \$7,500 for Instructional Specialist duties.	FLSA Classification:	Exempt
Funding Source:	This position is Bond funded. Annual employment is contingent upon the availability of funds.		

Job Scope

Uses significant independent judgment and familiarity of the field to perform work. May be responsible for administration of various moderate and high complexity departmental programs and may be the lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

The Educational Technology Instructional Specialist is an extension of the Educational Technology and Extended Learning Department in support of district-wide technology initiatives in collaboration with the Information Technology Department. The technology initiatives aim to improve academic achievement by constructing collaborative systems with sustainable supports that optimize the use of emerging technology tools and resources and increase technology educator capacity with 1:1 devices. The instructional specialist engages with SAISD staff to cultivate a future-ready mindset that ensures students have the 21st Century skills needed for success in the Information Age: collaboration, communication, creativity, and critical thinking by coaching, model teaching, and providing targeted technology integration best practices to engage students.

The Educational Technology Instructional Specialist will manage the Lighthouse Flagship Technology Initiative to improve student achievement by leveraging technology in curricular programming including, but not limited to, blended and hybrid models of instruction, integration of technology tools, platforms, and resources in curriculum, instruction, assessment and professional development.

Essential Functions / Key Responsibilities

1. Applies in-depth knowledge in technology integration to implement the Future-Ready plans for schools to assist teachers with developing skills in the preparation of effective learning (lesson) plans, presentation of content, and application of technology tools, resources, models and frameworks in remote or in-person environments. Serve as a liaison between the school and the assigned department.



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2. Leads the collaboration with the Educational Technology and Design Department Coordinators in planning, implementing, and evaluating department instructional goals and maintains frequent communication regarding campus support.
3. Manages a weekly scheduled to support multiple campuses representing a wide variety of needs.
4. Provides integration of technology in curriculum, instruction, and assessment to support district and campus staff use advanced knowledge to vertically and horizontally align Technology Application TEKS in their respective content areas.
5. Designs, develops, writes, and maintains technology curricular resources for use by teachers and Academic Departments utilizing emerging technologies.
6. Facilitates effective implementation of district instructional frameworks and curriculum programs.
7. Applies advanced knowledge of emerging technology tools to develop coaching plans for a continuum of services and to conduct professional development for multiple campuses and district-wide.
8. Monitors campus use of emerging technology tools, platforms, and resources through data management and communicates findings with campus and district administrative teams with follow-up planning.
9. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- 5 or more years progressive experience in teaching.
- Valid Teaching certification.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant.

Preferred Qualifications

- Master's Degree in Educational Technology from an accredited college or university.
- 8 or more years progressive experience in teaching.

Knowledge, Skills & Abilities

- In-depth knowledge of the Texas Essential Knowledge and Skills (TEKS) in content and technology applications.
- Knowledge in the area of instructional coaching, curriculum development, technology integration, project-based learning, student-centered instruction, and professional learning networks.
- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Broad-based knowledge and training in research-based teaching and learning strategies including technology models, frameworks, and rubrics.
- Knowledge of and skill in writing curriculum with integration of technology.
- Knowledge of and skill in using emerging technology tools such as interactive whiteboards, web conferencing tools, interactive software, learning management system (Canvas), e-portfolios, productivity tools, web design, graphics software, productivity tools (Google Suite and Microsoft Suite) and social media.
- Knowledge of and skill in implementing instructional planning and model teaching.



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- Demonstrated skills in organization, leadership, communication, problem-solving, facilitation, collaboration, data disaggregation, multi-tasking, and decision-making.
- Demonstrated ability to lead large professional development for adult learners with interactive practices and in a variety of settings.
- Demonstrated evidence of flexible thinking, ability to pivot, and willingness to accept new ideas and constructive criticism.
- Demonstrated high levels of personal integrity, collaborative leadership style and high ethical standards.
- Develops and maintains effective and positive relationships with staff, students, and families.
- Strong organizational skills and attention to detail.
- Ability to work independently utilizing effective time management skills.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternatives solutions, conclusions, or approaches to the problems.
- Complies with the Texas Educators' Code of Ethics

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials, digital platforms and e-resources, copier, and other equipment applicable to position.
- Frequent exposure to temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

Supervisory Responsibilities / Direct Reports

- None

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature:

Date: