



**Youngstown City School District**  
**Job Description**  
**Updated May 2025**

**Position:** Instructional Technology Specialist  
**Reports to:** Director of Instructional Technology and/or Designee  
**Category:** Certified, FLSA Exempt  
**Salary Range:** A16  
**Schedule:** 220 Days

**Purpose Statement**

The job of Instructional Technologist is done for the purpose/s of managing the integration of technology into the classroom; training staff on the effective use of technology in the classroom through professional development, collaboration, modeling, and direct classroom instruction; and researching and evaluating potential technologies for use in the District.

**Essential Functions**

- Collaborate with a variety of people and groups (e.g. District Technology Committee, vendors, other district personnel, etc.) for keeping abreast and sharing the latest trends in the use of technology in the classroom.
- Coordinate and deliver professional development on instructional technologies (e.g. coaching, mentoring, modeling, direct classroom instruction, etc.) for implementing new technologies.
- Develop a wide variety of course options, training, and presentation materials (e.g. plans, proposals, bid specifications, policies, budgets, reports, correspondence and memoranda, procedures, forms, etc.) for evaluating and obtaining technology, implementing related initiatives, and developing staff skills in using technology in the classroom.
- Evaluate educational hardware and software (e.g. laptops, tablets, programs, etc.) for providing recommendations for the integration of educational technology into the classroom.
- Observe the use of technology in other Districts for keeping abreast of the latest information regarding instructional technology.
- Participate as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. technology deployment, equipment acquisition, goals attainment, problem resolution, personnel and staffing, development of annual and long-range plans, etc.) for conveying and gathering information, solving problems, and ensuring functionality.
- Recommend course options and technology solutions for a wide variety of complex issues (e.g. infrastructure problems, technical support for users, implementation and installation of technology, etc.) for addressing instructional technology needs of the district.
- Represent the District at local, regional and statewide meetings on instructional technology for serving as a leader in the field of instructional technology.
- Research instructional technology solutions for recommending purchases, vendors/suppliers and being knowledgeable on developments in the industry.

- Research a wide variety of topics related to district instructional technology wants and needs (e.g. emerging technology, guidelines and regulations, financial resources, etc.) for ensuring compliance with regulatory requirements and established guidelines, securing information for planning, and responding to requests.
- Respond to a wide variety of inquiries from internal and external sources for identifying relevant issues and recommending or implementing action plans.
- Support assigned teachers and staff for enhancing the integration of technology into the classroom and ensuring that technology related initiatives are successfully embedded into classroom practices.

### **Other Functions**

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit.

**Job Requirements:** Minimum required qualifications are a valid teaching credential/license and/or certification for central office or educational administration is strongly preferred. Required to have a Valid Driver's License.

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training.

**KNOWLEDGE** is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include current on emerging technology and industry standards, legacy and developing instructional technologies (hardware, software, and peripherals); analysis and decision making; curriculum development; and research techniques.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; setting priorities; and decision making.

### **Responsibility**

Responsibilities include working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**The Youngstown City School District is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job**

**description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.**