

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Instructional Technology Specialist (12 months)**Department:** Instruction**Calendar:** 260 days**Grade:** Teacher Salary Schedule**Job Description****Date Reviewed:** January 2024**Reports To:** Instructional Technology Coordinator**Purpose of Job**

The Instructional Technology Curriculum Specialist is pivotal in supporting the planning, implementation, direction, and maintenance of the district's technology applications within the instructional curriculum. This involves evaluating and recommending software applications and computer technology to complement classroom instruction and assist administrators and teachers. The position requires a combination of instructional design proficiency, change management abilities, and a thorough grasp of adult learning principles. Responsibilities include developing and implementing blended and online learning strategies to enhance student outcomes and providing input and recommendations for instructional technology planning and professional development initiatives.

Essential Duties and Responsibilities:

- Supports the Coordinator of Instructional Technology to coordinate the design, planning, support, professional development, and implementation of technology use in teaching, learning, and district curriculum for the purpose of improving student learning in all subject areas.
- Develops curriculum integration solutions and related work/ instructional aides to provide users with tools needed to utilize emerging blended learning strategies to enhance student learning.
- Identifies, develops, and reports program-related assessment results for the purpose of directing students and teacher growth toward technology integration, technology literacy, and technology use.
- Creates needs assessments for the purpose of ensuring that district curriculum and professional development needs are met.
- Develops clear and well-defined change management strategies that include communication plans, training schedules and performance support systems.
- Develop and implement computer science standards, scope and sequence, and new teacher induction for computer science teachers.
- Models best practices in technology integration.
- Demonstrates teaching techniques that follow technology integration best practices.
- Assists classroom teachers in selecting technology that best fits the teaching standards.
- Provides classroom management techniques to use when deploying technology.
- Provides follow-up for teachers who have participated in professional learning activities to ensure skills are implemented in the classroom.
- Assists Academic Coaches and Consulting Teachers in their efforts with district platforms and instructional resources.
- Supports Professional Learning.

- Provides information to teachers individually and through workshops on current research in educational technology.
- Oversees assigned projects and/or program components for the purpose of ensuring the availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Prepares a variety of materials (e.g. reports, memos, letters, procedures, manuals, assessments, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the District in working with external parties (e.g. stakeholders, partnerships, grantors, etc.) for the
- The purpose is to promote positive relations and enhance related instructional technology services.
- Apply adult learning theories and best practices of instructional design to train/facilitate certificated staff in the use of instructional technology strategies and applications for the purpose of improving work efficiency and effectiveness needed to achieve student academic success.

Other Functions

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

Additional Job Functions

Performs other duties as required.

Evaluation:

This job's performance will be evaluated per provisions of the Board's policy on the Evaluation of Professional Personnel. (TEAM &/or 360 Surveys)

Minimum Training and Experience Required to Perform Essential Job Functions:

- Bachelor's degree required, master's degree preferred
- Minimum five years successful experience in classroom teaching in the subject for which he or she will serve as consultant.
- Professional teacher license with endorsement in the assigned area of expertise or any equivalent combination of education, licensure and experience that provides the requisite knowledge and skills
- Tennessee driver's license

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the school system and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date