



# SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

## JOB DESCRIPTION

**Job Title:** Instructional Technology Specialist

**Pay Grade:** 104

**Reports To:** Coordinator of Instructional Technology

**Terms of Employment:** 226 Days

**Exemption Status:** Exempt

### Primary Purpose:

Provide the district students and teachers with appropriate learning activities, support, and experiences in the area of technology in order to maximize the potential for intellectual, emotional, physical, and social growth.

### Qualifications:

#### Education/Certification:

- Master's Degree in Instructional Technology, Elementary/Secondary Education, Curriculum & Instruction or Leadership (preferred)
- Valid Texas teaching certificate with required endorsements or training
- Valid Texas Driver's License

### Special Knowledge/Skills:

- Demonstrate appropriate skills, abilities, knowledge, initiative and organizational expertise in the area of teaching with technology tools and digital resources.
- Show evidence of having the ability to establish good rapport with administrators, colleagues, and students.
- Show evidence of ability to use project-based learning techniques involving local and online resources.
- Knowledge of core academic and technology curriculum, state and national standards
- Demonstrated competency of instructional pedagogy and best practices
- Ability to instruct students and adults, managing their behavior in a constructive and positive manner
- Strong organizational, communication and interpersonal skills
- Demonstrated competency of digital-age work and student learning, to include digital citizenship, cybersecurity, online safety, and student data privacy compliance.

### Experience:

- Minimum three (3) years class room teaching experience; five (5) years classroom teaching experience (preferred)
- Extensive knowledge in the use of technology digital resources as teaching and learning tools

### Major Responsibilities and Duties:

1. Works to establish and maintain open lines of communication with students and teachers in order to assure full use of campus technology resources within the curriculum. Assists and plans with classroom teachers to develop curriculum materials that take full advantage of campus and district technology resources.
2. Stays informed about and actively seeks out teachers and students to participate in collaborative projects and publish online.

ADOPTED: 11-07-89

AMENDED: 03-02-00, 03-16-01, 04-03-01, 07-15-03, 10-16-08, 08-20-10, 05-30-13,  
02-13-15, 12-17-15, 10-05-16, 10-23-17, 08-21-18, 5-19-2020

## **Instructional Technology Specialist**

3. Provides campus administration guidance to develop the campus and district technology budget to ensure that campus and district goals are being met.
4. Facilitates the learning of computer skills as required by classroom instructional objectives and Texas Essential Knowledge and Skills.
5. Serves as liaison between campus and district technology activities.
6. Assists with campus web pages, student information system and learning management systems.
7. Plans and delivers technology, staff development and coaching for students, faculty and administration.
8. Evaluates hardware, software and software updates for instructional use.
9. Model effective classroom management and collaborative learning strategies to maximize teacher and student use of digital tools and resources to create digital age learning environment.
10. Work to ensure high levels of learning, social-emotional development, and achievement outcomes for all students, taking into consideration each student's educational and developmental background and focusing on each student's needs.
11. Review and analyze multiple sources of data incorporating both formal and informal methods to measure and assess student growth aligned to instructional goals and course objectives and to adjust instructional strategies and content delivery as needed.
12. Interact in respectful ways with students at all times, maintaining a physically and emotionally safe, supportive learning environment.
13. Take reasonable precautions to protect students, equipment, materials and facilities.
14. Assist in selecting digital resources, equipment, and other instructional materials to enhance teaching and learning.
15. Maintain accurate, complete and correct records as required by law, district policy and administrative regulation, in alignment with state standards.
16. Participate in district leadership meetings and serve as a district liaison on campus committees.
17. Develop professional growth through the use of technological resources and a variety of methods, such as independent research, learning new technological applications and attending district professional development opportunities aligned to departmental and District goals.
18. Design and execute district-wide programs and staff development to address the district and campus needs, collaborating with multiple departments and outside entities Comply with state, district, and school regulations and policies for classroom teachers.
19. Adhere to all safety rules and procedures of the SISD safety program.
20. Attend and participate in department meetings and serve on staff committees as required.
21. Adhere to professional dress and grooming in accordance to district regulations.
22. Demonstrate the ability to attend work on a regular and routine basis to avoid disruption to district operations.
23. Perform any other duties as assigned by the appropriate supervisor.
24. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer and peripherals, standard instructional equipment

**Posture:** Prolonged standing, frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

**Environment:** Work inside, may work outside; regular exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours and may be required to attend campus; or District meeting as determined by the supervisor.

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**Other:** Maintain physical and electronic reports, records, and other required district documentation (have it available upon request)

*This job description 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.*

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of Board policy.

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Employee Name (please print)

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Signature

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Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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