

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0107

## **District Instructional Technologist**

Job Description  
August 2018

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**Reports to:** Chief of Technology Officer

**Status:** Exempt

**Term:** 226 Days

### **Primary Purpose:**

Provide training to staff to facilitate the effective use of technology in instructional programs at the campus and district level. Provide technical support in the use of hardware and software to multiple campuses.

### **Qualifications:**

#### **Education:**

Bachelor's degree

Valid Texas teaching certificate

#### **Special Knowledge/Skills:**

Knowledge of computer hardware and software applications

Ability to develop and deliver technology training to adult learners

Knowledge of curriculum and technology used in instructional setting

Strong organizational, communication, and interpersonal skills

#### **Experience:**

Two years teaching experience

### **Major Responsibilities and Duties:**

#### **Training**

1. Provide campus- and district-level staff development on technology issues including use of computer hardware and software applications; maintenance; general troubleshooting; previewing, evaluating, and selecting software; etc.
2. Design individual instructional modules, instructional materials, and training aides.
3. Assess participant acquisition of skills using a variety of evaluation procedures.
4. Share effective technical and instructional strategies with teachers for the effective use of technology in the classroom.

#### **Technical Support**

5. Assist with detection and resolution of software application and hardware problems.
6. Serve as liaison to outside vendors that provide support for technology equipment and materials.

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7. Assist principal(s) and campus committees with planning of technology training, implementation of technology plans, and selection of technology equipment and software.
8. Assist in evaluating the implementation of technology at the campus and district level, including the use of 1-1 mobile device initiatives.
9. Attend instructional workshops as is required.

## **Budget and Inventory**

10. Assist in budgeting and monitoring campus technology expenditures.
11. Monitor purchase and use of legal software at the campus level.

## **Other**

12. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
13. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
14. Comply with all district and campus routines and regulations.
15. Perform other duties as assigned.

## **Supervisory Responsibilities:**

Monitor work of campus technology specialists.

## **Working Conditions:**

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

Maintain emotional control under stress. Frequent districtwide travel. Repetitive hand motions; prolonged use of computer.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_