

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

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

**Technology Implementation Coordinator**  
Job Description

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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:**

Minimum 5 years instructional technology experience, program management, 5 years teaching experience in K-12.

**Major Responsibilities and Duties:**

1. Provide campus and district-level staff development on technology issues including use of computer hardware and software applications.
2. Provide instructional technology support for Calvin Vincent.
3. Assist the Maintenance department by providing training and support on Brightly software.
4. Mentor and share effective technical and instructional strategies with new teachers for the effective use of technology in the classroom.
5. Provide support for New Teacher Academy initiatives and programs.
6. Act as liaisons to District Instructional Technologists to ensure consistency and effectiveness.
7. Manage interactive technology integration to provide inclusivity, 21<sup>st</sup> century skills, and support mastery of TEKS.
8. Design individual instructional modules, instructional materials, and training aides to align with the district YAG.
9. Design and maintain the accuracy and alignment of technology tools and resources with district educational goals.
10. Provide and manage Strive support to the Human Resources department and district administrators.
11. Provide and manage Aware, CBA testing, and district-wide testing for all K-12 campuses.

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12. Design and coordinate district technology conference, TeXpo.
13. Manage and facilitate annual robotics camp.
14. Develop scope and sequence to align TEKS with STEM/Robotics Center initiatives.
15. Coordinate and facilitate grade level rotation and visits to the TCISD STEM/Robotics Center.
16. Design makerspace activities as well as procure, provision, and organize required materials.
17. Collaborate with district robotics program to vertically align curriculum.
18. Manage Technology social media.
19. Perform other duties as assigned.

**Supervisory Responsibilities:**

Monitor work of campus technology technicians.

**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 \_\_\_\_\_