1:0   JOB TITLE – INSTRUCTIONAL TECHNOLOGY SPECIALIST

2:0   LINE AND STAFF RELATIONSHIP

2.1   The Instructional Technology Specialist reports to and is evaluated by the Director of Instructional Technology.

3:0   FUNCTIONS AND DUTIES-

- Assists in establishing a program of balanced standards that allow the district to plan appropriately for growth and needed levels of support. All hardware and software standards are part of a strategic vision and are clearly defined. Standards should be communicated and enforced. All strategic meetings should be well documented and communicated.
- Maintains appropriate digital resources for students and teachers
- Works closely with school Instructional Technology and Media Specialist as well as the district Director of Instructional Technology
- Member (or works closely with) of district Information Technology Team
- Outstanding knowledge of current and emerging technologies
- Outstanding knowledge of the needs of students and teachers
- Outstanding knowledge of web based tools and social media
- Provides first level of support for all technology devices, applications, and systems.
- Maintains and coordinates the posting and organization of technology HelpDesk requests and services
- Provide desk-side support when appropriate to train end-users
- Administers and upgrades all management (domain controls, mail servers, file servers) and instructional software applications
- Manages, configures, builds and installs Operating Systems and software applications on network servers
- Maintains inventories of technology equipment and software at the school
- Troubleshoots hardware and software problems down to the desktop
- Administer and update tablets and other portable devices
- Manages student and staff e-mail accounts
- Assists in developing, implementing and maintaining archive, backup, disaster recovery, and retrieval procedures for all servers and crucial computer systems. Ensures that incremental, weekly backups and archives are performed on a regular basis and that a strategy exists to minimize downtime.
- Assists in the development of district technology plan
- Works effectively with all members of the staff
- Exhibits an outstanding level of teacher support and collaborative spirit
- Communicates with staff via a ticketing system or face-to-face interaction to allow for better knowledge and understanding of issues that arise.

- Assists in establishing a wireless access that does meet the needs of the students and staff, and to ensure that lab and classroom computers are always reliable for students or teachers.
- Assists in developing and implementing a plan of self-help documentation for staff to be able investigate and self-correct technology issues.
- Assists in conducting an in-depth audit of existing classroom technology and survey teachers to see what technology they like and would prefer to continue using.
- Assists in establishing a standardized set of classroom technology in place allowing teaching staff to move from one classroom to another without having to relearn how to use different technology.
- Provide full support of all classroom technologies.
- Create a base-line report that documents the existing state of classroom technology in the district, and make strategic plans for improvement based upon the actual data gathered for the report.
- Create open lines of communication with all teachers to be able to provide input into the use of and support for classroom technology.
- Assist in establishing a process for mounting all LCD projectors to the ceiling, wall or interactive device.
- Assist in developing a process where computers are on a refresh cycle and obsolete computers are disposed of when they are no longer in use. Consider going to a 4-5 year refresh cycle for all lab computers, and classroom computers. Prioritize workstations with teacher laptops first, staff computers second, then lab computers and finally classroom computers.
- Ensure that all desktops and laptops are standardized.
- Assist in developing and implementing a plan in which all staff and student computers are networked to centralized multi-function devices, or large-scale network printers where printing devices are all standardized and toner purchases can be made in bulk.
- Collect a detailed inventory of all hardware, software and printers in the district.
- Analyze the data on the multi-function devices to see how much each page costs, and how many pages are being used.

4:0   QUALIFICATIONS

4.1   Network experience required

4.2   Associates degree or high preferred

S.C. Received: 5/29/2013