



INSTRUCTIONAL TECHNOLOGY SPECIALIST

GENERAL RESPONSIBILITIES

The Instructional Technology Specialist (ITS) is responsible for working collaboratively with the administration and staff in an assigned school(s) to support the implementation of innovative instructional practices. Emphasis is placed on creating a support structure that assists classroom teachers in leveraging technology to create a personalized learning environment for all students. The position will serve as the technology program manager, instructional technology leader, and instructional technology partner/coach for teachers across all content areas. The position reports to and is evaluated by an assigned coordinator from The Department of Teaching and Learning. School principals will provide feedback regarding the instructional technology specialist's site performance which will be included in the summative evaluation.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

ITS AS A PROGRAM MANAGER

- Plan, manage, and oversee site-based implementation of the division's digital and personalized learning programs.
- Manage the digital and personalized learning programs and resources.
- Create an environment that fosters interest and growth in all aspects of technology.
- Establish and maintain rapport with all staff and students.
- Communicate high learning expectations.
- Create a safe physical environment that is conducive to learning.
- Establish an environment that encourages innovative, creative, and independent use of instructional technology throughout the school.
- Participate in professional growth activities that result in enhanced knowledge of best practices in instructional technology and digital learning.

ITS AS AN INSTRUCTIONAL TECHNOLOGY LEADER/PARTNER/COACH

- Plan, prepare, and deliver site-based professional learning activities that focus on the integration of technology as well as other innovative instructional best practices to support the curriculum.
- Ensure the effective integration of the International Society of Technology in Education Standards (ISTE), the Virginia State Technology SOLs and the Virginia Beach City Public Schools Computer/Technology Student Proficiencies through the use of coaching and cooperative teaching methods.
- Collaborate with staff from the Departments of Teaching and Learning and Technology to select, implement, and adapt technology to support curriculum across all content areas.
- Provide a high level of support, through modeling and coaching, to teachers and other school staff in the use of innovative instructional practices and supportive instructional technology that lead to improved student learning.
- Coach teachers to facilitate their development of knowledge, skills, and understanding of supportive technologies
- Performs other duties as assigned.



KNOWLEDGE, SKILLS, AND ABILITIES

Must have an extensive knowledge and understanding of the curriculum, subject content, and the developmental needs of students. Must possess the ability to integrate technology into curricular areas; successfully complete simultaneous, multiple, dissimilar projects in a timely manner and to work with little direct supervision; demonstrate analytical, problem-solving, and organizational skills; working knowledge of an integrated software package; technical skill in using Windows operating system, networks, and instructional technology; advanced oral and written communication skills; public relations skills, leadership skills, interpersonal skills between faculty and staff; advanced knowledge and expertise in specific skill areas; ability to train end-users, both students and teachers; ability to initiate, plan, and implement ideas; ability to learn and implement information systems; ability to interpret and follow written instructions; ability to establish and maintain effective working relationships with students, staff, parents, and the public. Ability to create a relevant learning experiences by integrating appropriate technologies to enrich the instructional program

EDUCATION AND EXPERIENCE

Required:

Bachelor's degree.

Possess or be eligible for a teacher license from the Virginia Department of Education.

Minimum of three (3) years of successful teaching experience.

Demonstrated teacher leadership such as grade level/department chair, academic coordinator, school improvement coordinator, etc.

Virginia Technology TSIP compliant.

Preferred:

Five (5) years of successful teaching experience.

ISTE NETS*T or eTeacher certification.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching.

Occasional standing and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally.

Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Performance of some duties may occasionally involve flexible work hours.

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description Revised: 2/15, 4/17, 7/20 <i>Former Title: Computer Resource Specialist</i>
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