



Instructional Technology Curriculum Specialist

Job Overview

The Instructional Technology Curriculum Specialist provides support of planning, implementing, directing, and maintaining the district's applications and use of technology within the instructional curriculum; evaluating and providing recommendations regarding complementing classroom instruction with software applications and computer technology; and assisting administrators and teachers. This position requires a blend of instructional design expertise, change management skills, and a deep understanding of adult learning principles. Duties and responsibilities include developing, implementing, and identifying strategies in blended and online learning to increase student outcomes, providing input and recommendations regarding instructional technology planning and professional development.

This job reports to the Director of Instructional Technology.

Essential Functions

- Supports the Director of Instructional Technology to coordinate the design, planning, support, professional development, and implementation of technology use in teaching, learning, and district curriculum for the purpose of improving student learning in all subject areas.
- Develops curriculum integration solutions and related work/ instructional aides to provide users with tools needed to utilize emerging blended learning strategies to enhance student learning.
- Identifies, develops, and reports program-related assessment results for the purpose of directing student and teacher growth toward technology integration, technology literacy, and technology use.
- Creates needs assessments for the purpose of ensuring that district curriculum and professional development needs are met.
- Develops clear and well-defined change management strategies that include communication plans, training schedules and performance support systems.
- Researches emerging, new and/or revised blended learning processes, strategies and materials for the purpose of making recommendations and assisting with the design and implementation to meet the district strategic plan for student achievement and curriculum integration.
- Oversees assigned projects and/or program components for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Participates in meetings, workshops, and seminars to convey and/or gather information required to perform functions and/or representing the district to external individuals and/or organizations.
- Prepares a variety of materials (e.g. reports, memos, letters, procedures, manuals, assessments, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Represents the District in working with external parties (e.g. stakeholders, partnerships, grantors, etc.) for the purpose of promoting positive relations and enhancing related instructional technology services.
- Apply adult learning theories and best practices of instructional design to train/facilitate certificated staff in the use of instructional technology strategies and applications for the purpose of improving work efficiency and effectiveness needed to achieve student academic success.

Working Environment

This job is performed in a standard office environment and in a generally clean and healthy environment.



Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Up to 25% travel may be required to support recruiting activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: reading, analyzing and interpreting data; operating standard office equipment using pertinent software applications including web page editing programs; preparing and maintaining accurate records; planning and managing projects; strong writing ability; instructional design skills; and problem solving.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: effective use of technology materials related to curriculum; methods, procedures, materials and techniques used in the installation and maintenance of computer and computer systems including both hardware and software; create multimedia and digital video presentations and promotions; policies, regulation guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); educational and classroom management software; current and emerging technology; and curriculum and instructional methods.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include decision making; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget.

Qualifications

Minimum experience: Job related experience with increasing levels of responsibility is preferred

Minimum education: Minimum of a Master’s Degree in related field preferred.

Required Testing:
None Specified

Required Certificates and/or Licenses:
Teacher’s Certification and/or License

FLSA Status:
Non-Exempt

Continuing Education/Training:
Maintain Licensure

Clearances:
Criminal Justice Fingerprint/Background Clearance

Employee Type:
Certified

Pursuant to the Williamson County Board of Education’s policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.