

## **Killeen Independent School District Job Description**

**Job Title:** District Instructional Technologist/Secondary  
**Reports To:** Director for Secondary Curriculum and Professional Development  
**FLSA Status:** Exempt

### **SUMMARY**

Develops and implements districtwide technology-based staff development and training programs that facilitate the effective use of technology tools and resources in instructional programs. Works cooperatively with other district specialists on the integration of technology tools and resources into the district curriculum and instruction program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Embeds aligned digital resources within the Killeen ISD curriculum units and/or lessons.

Supports in an ongoing manner the “housing” of Killeen ISD curriculum and assessment documents in the district Curriculum Management System.

Supports the implementation of district provided digital instructional programs – from the purchase of the technology and software, to implementation, to ongoing training and trouble-shooting.

Provides the technology support and troubleshooting for district common assessments.

Partners with the both the Leadership Department and the Curriculum and Instruction Department in the development and implementation of district and campus-level data reports that provide actionable data to improve instruction.

Provides professional development for teachers and administrators in the use of teaching strategies that incorporate technology in the delivery of the curriculum.

Partners with the District Lead Librarians in providing support, technical assistance, and professional learning for Killeen ISD librarians with the goal of aligning practices with the Guidelines and Standards of the Texas Association of School Librarians and American Association of School Librarian’s *National School Library Standards*.

Develops and implements programs and/or initiatives that promote digital citizenship and the appropriate use of technology.

Pursues and manages instructional technology grants.

Contributes to the development of short- and long-range plans for the integration of technology into the instructional program.

Provides district and campus leadership with the actionable data needed to plan for next steps in instructional technology and digital citizenship.

Develops and implements a continuing evaluation of the instructional technology program and makes recommendations for improvement.

Stays informed on current and emerging topics in instructional technology.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Master's degree preferred.

Five years educational technology experience required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None.

### **SPECIAL KNOWLEDGE AND SKILLS:**

Knowledge of instructional software applications, knowledge of technologies available for use in instructional settings, knowledge of curriculum design and implementation, ability to develop and deliver technology training to adult learners.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from board of trustees, administrators, principals, and staff.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**Revised Date:** April 9, 2019

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