

Dumas ISD
Instructional Technology Coordinator
Job Description

Job Title: Instructional Technology Coordinator **Wage/Hour Status:** Exempt
Reports to: Assistant Superintendent **Pay Grade:** 10 (211 days)
Dept./School: Curriculum and Instruction **Date Revised:** 4-28-09

Primary Purpose:

Facilitate the effective use of computers and other technology in instructional programs district-wide. Assist in the development of short- and long-range plans for the integration of technology into the instructional program. Implement and coordinate the technology staff development and training program.

Qualifications:

Education/Certification:

Bachelor's degree in Instructional Technology or a Bachelor's or Master's Degree with experience in Instructional Technology.

Special Knowledge/Skills:

Knowledge of computer hardware and software applications
Knowledge of technologies available for use in instructional setting
Knowledge of curriculum design and implementation
Ability to develop and deliver technology training to adult learners
Strong organizational, communication, and interpersonal skills

Experience:

Two years teaching experience
Experience working with computer hardware and instructional software applications

Major Responsibilities and Duties:

Staff Development

1. Provide leadership and technical expertise to principals and other district personnel in the planning, implementation, and evaluation of effective instructional technology throughout the district.
2. Coordinate the development and implementation of a comprehensive staff development plan for the use of instructional technology.
3. Provide staff development to teachers and administrators in methods of involving technology in the delivery of curriculum.

Curriculum Development

4. Assist in integrating technology in the existing instructional curriculum.
5. Coordinate the writing of instructional components and monitor the instructional process in all content areas using technology.

6. Disseminate information regarding current research and significant developments in technology education at the state and national level.
7. Develop and implement a continuing evaluation of the instructional technology program and implement changes based on the findings.

Technical Support

8. Assist the Technology Department with the bidding process, purchase, distribution, application, and installation of software, and other technological equipment and materials within instructional programs.
9. Serve as liaison to outside vendors that provide support for technology equipment and materials.

Budget and Inventory

10. Administer the Instructional Technology Coordinator's budget and ensure that the program is cost-effective and funds are managed prudently.
11. Assist Technology Department to compile budget and cost estimates.
12. Develop and maintain the Instructional Technology budget.
13. Assist the Technology Department in the coordination of the selection of technology equipment and software.
14. Maintain a database of all instructional software in the district.

Policy, Reports, and Law

15. Assist in the development of policies and procedures regarding instructional technology issues.
16. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
17. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of instructional technology.

Personnel Management.

18. Develop training options and improvement plans for technology personnel to ensure best operation of programs.

Instructional Materials Coordinator

19. Maintain all records of activity, including textbook distribution to and transfer from all schools within the system.
20. Ensure that all books are numbered (bar code system) at high school and junior high.
21. Administer textbook budget.
22. Accounts for all textbooks charged to the district when he/she is appointed and all textbooks requisitioned for the district during his/her tenure.
23. Ensure that an annual physical inventory is completed.

24. Requisition adopted instructional materials.
25. Complete all reports required by the Texas Education Agency.
26. Accounts for all shipments of textbooks in and out of the district.

Follow all policies as set forth by the Texas Education Agency and the local board regarding textbooks.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district wide travel.