

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Instructional Technology Specialist                      **Exemption Status/Pay Scale:**  
Exempt/Teacher

**Reports to:** Executive Director of C&I                              **Date Revised:** 09/16/2022

**Dept./School:** Curriculum & Instruction/District-wide

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**Primary Purpose:**

Develop and train instructional staff to effectively incorporate the use of technology into instructional programs and curriculum.

**Qualifications:**

**Education/Certification:**

Bachelor's degree  
Valid Texas teaching certificate

**Special Knowledge/Skills:**

Knowledge of instructional software applications  
Knowledge of effective teaching practices  
Ability to develop and deliver technology training to adult learners  
Knowledge of curriculum and technology used in instructional setting  
Strong organizational, communication, and interpersonal skills

**Experience:**

3 years teaching experience

**Major Responsibilities and Duties:**

**Training**

1. Design, develop, and present effective campus- and district-level staff development on the use of technology-based instructional strategies in the classroom. Assess participant acquisition of skills using a variety of evaluation procedures and conduct follow-up training based on results.
2. Design individual instructional modules, instructional materials, and training aides that incorporate the use of technology into the existing curriculum.
3. Work with principal(s) and campus committees in planning technology training, implementing technology plans, and selecting instructional equipment and software.
4. Work with district technology staff and outside vendors to ensure that teachers and administrators have the support, equipment, and materials needed to implement technology-based instruction.
5. Monitor and evaluate implementation of technology-based curriculum at the district level.

## **GPISD Job Description**

### **Instructional Technology Specialist**

#### **Budget and Inventory**

6. Assist principal to administer campus budget for instructional technology expenditures.
7. Monitor purchase and use of legal software at the campus level.
8. Compile and maintain Learning Management System (LMS) database of district and campus level instructional technology programs.
9. Evaluate software effectiveness and feasibility of use with district operating systems.

#### **Communication**

10. Design, develop and monitor a communication system that collects informational technology data that drives individual, campus, and district-wide training needs.
11. Monitor district instructional technology systems and notify stakeholders when issues arise.
12. Effectively coach, mentor and problem-solve with stakeholders in need of technical assistance.

#### **Other**

13. Provides instructional technology support to stakeholders that contributes to District and campus goal attainment.
14. Compile, maintain, and file all reports, records, and other documents required.
15. Comply with policies established by federal and state law, State Board of Education rule, and local board policy. Comply with all district and campus routines and regulations.
16. Has regular in person attendance and complies with notification procedures for absences.
17. Follow district safety protocols and emergency procedures.
18. Other duties as assigned

#### **Supervisory Responsibilities:**

None.

#### **Mental Demands/Physical Demands/Environmental Factors:**

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

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

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

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

**Environment:** Frequent districtwide travel

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

**GPISD Job Description**  
**Instructional Technology Specialist**

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_