



COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

**QUALIFICATIONS FOR
INSTRUCTIONAL TECHNOLOGY SPECIALIST**

TRAINING

- Required:
- Any credential authorizing service as an elementary/secondary teacher.
 - Knowledge of instructional technology and available resources (material and training).
- Preferred;
- Master's Degree with graduate level training in communications and technology application in education.

EXPERIENCE

- Required:
- That required for the credential or permit
 - Experience in selecting and acquiring new instructional technology (hardware and software) for classroom use.
 - Experience in demonstration teaching or inservice techniques.
- Preferred:
- Four years of experience in technology or teaching educational technology in a school setting.

OTHER QUALIFICATIONS

- Knowledge of:
- Apple Computer hardware and software;
 - Networking computer systems;
 - Microcomputer curriculum and technology;
 - Video technology
- Ability to:
- Communicate well, both orally and in writing;
 - Provide staff development to certificated staff on the use of educational software.

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF INSTRUCTIONAL TECHNOLOGY SPECIALIST

Primary Function

Under the direction of the Director of Curriculum the Instructional Technology Specialist will work directly with schools to disseminate information pertaining to educational hardware and software availability and acquisition and will provide communication, consultation and staff development services in order to promote the effective use of technology in the educational program.

Duties and Responsibilities

The Instructional Technology Specialist will:

1. Provide on-site assistance for the implementation of instructional technologies;
2. Plan and help implement the training necessary for the successful use of instructional technologies;
3. Serve as a resource to instructional personnel whenever technology in the curriculum is under consideration;
4. Assist in establishing appropriate District standards for instructional technology;
5. Assist in scheduling District Mentor Teachers who provide instructional technology staff development;
6. Maintain an ongoing program of self improvement to keep current on the use of instructional technology;
7. Assist schools in seeking outside funding for technology;
8. Provides district-wide communication on pertinent information related to current and new instructional technology;
9. Meets and consults with teachers, administrators and students in the development and effectiveness of instructional applications of technology;
10. Promotes the use of educational media and technology by students and faculties;
11. Coordinates the acquisition of software, including recommendations, previews, evaluations, catalogs and their distribution to schools;

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12. Maintains a collection of resource materials on instructional technology;
13. Coordinates technological-based grant applications;
14. Assists the supervisor in carrying out other duties and responsibilities as directed;
15. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations;
and
16. Participates cooperatively with the supervisor to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.