

**Hernando County School Board  
Florida**

FLSA: Exempt, Union

<b>INSTRUCTIONAL TECHNOLOGY SPECIALIST</b>
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**Required Qualifications:**

- Bachelor's Degree
- Valid Florida teaching certificate
- Successful experience in the utilization of instructional technology
- Ability to maintain effective working relationships with co-workers and students

**Desired Qualifications:**

- Minimum of three (3) years of teaching experience
- Evidence of professional growth by participation in activities such as inservice training, workshops, meetings, college course work and professional organizations
- Successful completion of the Florida Digital Educators Program or current Florida Instructional Technology initiative
- Successful mastery of the Instructional Technology Specialist Assessment

**Performance Responsibilities:**

- Coordinate and provide technology training for teachers on all of the software applications used at the assigned school site(s)
- Provide strategies and training opportunities for the integration of technology in the curriculum
- Promote and facilitate district and school-based inservice training for technology-related resources
- Collaborate with other Instructional Technology Specialists for district level trainings
- Serve as liaison between the school and district technology initiatives
- Serve as a member of Instructional Technology committees and other related committees, as appropriate
- Assist in the preparation of the District Technology Plan and the School Improvement Plan
- Serve as consultant for the curriculum-related technology needs of schools
- Conduct, compile and evaluate needs assessments related to teachers, technology and the instructional program
- Interpret the school's instructional technology program for staff and parents
- Assist the Director of Technology and Information Services in meeting the reporting requirements related to state and federal technology funding
- Recommend budget requirements for an effective school technology program
- Assist in the provision of a well-chosen and up-to-date collection of technology materials and equipment to meet identified needs of the school instructional technology program
- Coordinate school web sites to keep them accurate and current

- Provide technical assistance and support to facilitate the use of technology-based communication networks by all school personnel
- Troubleshoot hardware problems and refer to the appropriate hardware support team as needed
- Troubleshoot all software problems and contact vendor support as needed
- Assist in the implementation of standard inventory and maintenance procedures for technology resources
- Perform such other incidental tasks consistent with the goals and objectives related to technology
- Perform other duties as assigned by the Supervisor of Technology and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Supervisor of Technology and/or designee

**Evaluation:**

Annual evaluation done by the Supervisor of Technology and/or designee

**Terms of Employment:**

- 10-month employment
- Ten (10) additional days during the summer may be allocated based upon available funding and approval of the Hernando County School Board

**Salary:**

Salary based upon approved salary schedule - Instructional

**Job Code:**

65012

Board Approved: 7/28/20

Revised: 01/20/09, 05/17/11, 06/10/14, 8/25/20