

Job Title: Coordinator of Instructional Technology

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: AD106

Summary: Responsible for providing leadership in the instructional program with an emphasis on the integration of technology by designing, developing, implementing, supervising, and coordinating various components of instructional technology.

Essential Duties and Responsibilities:

- Coordinate, support, and promote instructional technology.
- Design materials for use in classroom instructional integration activities.
- Serve as a state-of-the-art expert in the field of instructional technology and information literacy.
- Provide assistance, support and coaching to promote and facilitate the use of technology and information literacy in instruction.
- Provide guidance to school administrators on the implementation of effective instructional technology and library media programs.
- Conduct observations of instructional technology specialists; assist with establishing professional growth activities to meet individual and programmatic needs.
- Observe teachers as requested by building administrators and provide feedback on appropriate use of instructional technology.
- Evaluate the performance of the instructional technology specialist incorporating input from the building administration.
- Assist with the interview process and selection of candidates seeking employment as instructional technology and library media specialists.
- Plan and conduct professional learning in the use of instructional technologies and information literacy.
- Maintain a variety of records related to instructional technology including software licenses purchased by the district, research database statistics and purchases, training opportunities, and other reports as necessary.
- Provide support for division-wide instructional technology implementations.
- Evaluate instructional software, equipment, and services for possible purchase.
- Conduct research into new techniques aimed at improving learning through

technology integration.

- Provide recommendations relating to facilities planning, instructional technology and library media purchases.
- Assist in the design of instructional technology and library media settings to facilitate the integration of technology and information literacy into the instructional program.
- Participate in office and departmental work groups and projects.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

A Master's Degree with five (5) years successful teaching experience and an additional five years successful experience in supervision, administration or a management role.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job



description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.