

**WEST DES MOINES COMMUNITY SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE Instructional Technology and Staff Development Specialist

CLASSIFICATION Supervisor/Specialist

IMMEDIATE SUPERVISOR Associate Superintendent of Teaching & Learning Services

JOB SUMMARY

Provides support to district staff in the areas of professional development and administrative and instructional technology, with primary responsibility for the support of K-12 curriculum needs.

QUALIFICATIONS

(Skills, Knowledge, Abilities, Education, Certification/Licensure, Experience, Equipment)

- A. Skills, Knowledge and Abilities
 1. Knowledge of technology curriculum, and staff development.
 2. Ability to relate successfully with students, staff, families, and community.
 3. Effective oral and written communication skills.
 4. Ability to handle diversity in an objective manner.
 5. Knowledge of budgeting procedures and management related to areas of responsibility.
 6. Expertise dealing with instructional technology and staff development.
 7. Ability to meet deadlines in a timely manner.
 8. Knowledge of good research procedures, and ability to interpret data and make application to district's needs.
 9. Ability to work effectively through the committee process to accomplish goals.
 10. Knowledge of current trends in technology, curriculum and staff development.
- B. Education
 1. Minimum of bachelor's degree required.
 2. Master's degree with emphasis in technology and curriculum design preferred.
 3. Additional graduate work related to areas of responsibility highly desired.
- C. Certification

Iowa Department of Education teacher certification required.
- D. Experience
 1. A minimum of three years of successful teaching experience required.
 2. A minimum of three years of related successful experience with technology implementation and staff development preferred.

ESSENTIAL JOB FUNCTIONS

1. Works with curriculum directors for technology and directors of curriculum to implement the district staff development and district technology plans.
2. Assists in the design and implementation of needs assessment tools for the utilization of technology.
3. Assists in the development and implementation of short and long-range plans for the purchase and utilization of technology.
4. Maintains current knowledge of developments in the area of instructional and administrative technology.
5. Maintains inventory for district's software applications.
6. Assists certified staff in the design and implementation of administrative and instructional technology.

7. Coordinates the role of the media specialists in the application of instructional technology.
8. Maintains effective vendor relations.
9. Secures instructional support materials related to instructional technology.
10. Develops software evaluation procedures and in-services staff on the implementation of these procedures.
11. Serves as a member of the Instructional Technology Advisory Committee and the Staff Development Advisory Council.
12. Responsible for the training of certified and classified staff on the various operations of technology.
13. Coordinates technology-related news releases.
14. Coordinates and conducts staff development training for certified, support, and administrator staff.
15. Provides follow-up training support to teachers through coaching, personal conferences, classroom observations and written information.
16. Provides technology support for new certified staff members. Works cooperatively with Human Resources personnel in planning and implementing orientation activities for mentors and new certified staff.
17. Evaluates the effective transfer and implementation of staff development workshop subject matter to classroom instruction and provides principals with feedback.
18. Communicates with building principals regarding staff development and building based in-services.
19. Provides a variety of alternate training opportunities for teachers, administrators and support staff.
20. Coordinates administration of Learning Village applications and tools.
21. Coordinates administration of e-mail accounts.
22. Works with Associate Superintendent of Teaching and Learning Services to assure compliance with Department of Education staff development rules and regulations.
23. Works with Associate Superintendent of Teaching and Learning Services to coordinate staff development opportunities.
24. Provides information to the Associate Superintendent of Teaching and Learning on all matters of relevance.
25. Perform other duties as assigned.

PHYSICAL REQUIREMENTS

1. Mobility as needed to visit all district buildings and classrooms.
2. Must be able to drive a personal vehicle or to provide transportation suitable to accomplish responsibilities.

WORKING CONDITIONS

1. Considerable travel to district sites required.
2. Staff development classes offered after school hours.

TERMS OF EMPLOYMENT

1. 12 Month position.
2. Per Board Policies and administrative guidelines.
3. Performance evaluated per Support Staff Performance Evaluation Handbook.

Adopted Date July 2001 Revised Date September 2006

West Des Moines Community School District is an Equal Opportunity/Affirmative Action Employer. The district does not discriminate based on race, creed, color, religion, national origin, sex, age, sexual orientation, physical or mental disability and will provide reasonable accommodations to qualified individuals with disabilities.