



# San Antonio Independent School District

141 Lavaca Street • San Antonio, Texas 78210-1095  
Telephone (210) 299-5606 • Fax (210) 299-5600

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HUMAN RESOURCES DEPARTMENT

## **JOB ANNOUNCEMENT FOR: CAMPUS INSTRUCTIONAL TECHNOLOGIST**

**OPENING: AUGUST 12, 2002      CLOSING: Until Filled**

### **JOB GOAL:**

The Campus Instructional Technologist shall, under the joint supervision of the Campus Principals and the Director of Instructional Technology, ensure that technology is carefully and appropriately integrated into the content areas. The majority of the Campus Instructional Technologist's time will be spent working with teachers to achieve integration between technology and content objectives and providing training and support to accomplish this goal.

### **QUALIFICATIONS:**

1. Bachelor's degree with a valid Texas Teaching Certificate.
2. Three years classroom teaching experience.
3. Two years experience integrating technology into instruction.
4. Understand technical computer terminology.
5. Knowledge of basic personal computer operation.
6. Knowledge of Windows 98 or Windows 2000.
7. Intermediate or higher-level user of Microsoft Word.
8. Intermediate or higher-level user of the Internet.
9. Demonstrated organizational skills.
10. Demonstrated problem solving skills.
11. Knowledge in computer software packages to include, but not be limited to, word processing, spreadsheets, databases, graphics and other software necessary for the mission of the campus.
12. Possess effective oral and written communication skills.
13. Ability to follow oral and written instructions in a structured environment.
14. Ability to perform assigned duties and responsibilities with limited supervision.
15. Ability to work with others and maintain an effective working relationship with coworkers, supervisors, school personnel, and the public.

### **PERFORMANCE RESPONSIBILITIES:**

1. Meet with campus administrative staff and instructional specialists (content and technology) to determine curriculum/technology integration needs at the campus and develop a plan of action to achieve integration.
2. Assists teachers in developing interdisciplinary units that contain a technology strand which supports current content objectives.
3. Assist teachers in integrating technology tools that support content objectives in all content areas.
4. Model teaching strategies in the classroom with students, which integrate technology and content objectives.
5. Make connections between current education research, student learning styles, curriculum content objectives and technology tools.
6. Work closely with Technology Applications Trainers to develop a successful Level I training model to provide appropriate and timely training that meets the needs of campus teachers.
7. Provide training, assist in district curriculum writing, and implement computer camp activities during extended days.

8. Meet with Instructional Technology Specialists and other Campus Instructional Technologists one-half day every week for the purpose of curriculum planning, collaboration, idea sharing, personal staff development, budget preparation and other necessary support.
9. Be responsible for required record keeping and preparation of reports and documents required by the Department of Instructional Technology.
10. Must be willing and able to work a flexible schedule to meet the instructional technology needs of the campus (e.g., combinations might include 12-8 pm work day, some Saturdays, some summer days).
11. Perform other duties as assigned.

**JOB DEMANDS:**

1. Physical tasks – Frequent: standing, walking, bending, carrying, lifting-lowering: 50 lbs.+, repetitive motion: hand-wrist
2. Physical Exposure – Minimal: cold, heat, and dampness
3. Chemical Exposure – chemicals related to electronics cleaning and lubrication products (Freon, trichlorotrifluoroethane, methylene chloride, silicone) and various other common household cleaning products.
4. Sensory Ability Needs – Significant: near vision, color discrimination, depth perception;
5. Psychological – Significant: sense of urgency, working closely with others.

**TERMS OF EMPLOYMENT:**

Ten months per year. Salary is at Administrative Program Job Group 4 on the SAISD Compensation Plan. Entry level is \$3,792.75 per contract month with additional consideration for directly related experience.

**NOT ALL APPLICANTS WILL BE INTERVIEWED. YOUR RESUME, APPLICATION AND OTHER AVAILABLE INFORMATION ABOVE BASIC QUALIFICATIONS WILL BE CONSIDERED IN THE SCREENING PROCESS.**

**YOUR APPLICATION, TRANSCRIPTS AND RESUME MUST BE ON FILE IN THE HUMAN RESOURCES DEPARTMENT, 141 LAVACA. THIS POSITION WILL REMAIN OPEN UNTIL FILLED.**

**INTERESTED PERSONS SHOULD CALL THE SAN ANTONIO INDEPENDENT SCHOOL DISTRICT (SAISD), HUMAN RESOURCES OFFICE AT (210) 299-5660 FOR ADDITIONAL INFORMATION.**

**THE SAN ANTONIO INDEPENDENT SCHOOL DISTRICT (SAISD) DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL, ORIGIN, SEX, DISABILITY OR AGE IN EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES.**