



## **Instructional Technology Specialist Performance Profile**

### **Position Summary:**

The Instructional Technology Specialist is responsible for all issues relating to instructional technology at the school. The position provides technology instructional services to students in all grade levels. The position also assumes a leadership role with faculty in regards to implementing technology throughout the curriculum. The Instructional Technology Specialist will work hand-in-hand with the faculty, Principal, and Technology Administrator to provide a quality and progressive platform of instructional technology at the school and reports directly to the Principal.

### **Responsibilities include the following:**

- Lead in partnership with the faculty, Principal, and Technology Administrator, a strategic academic technology plan that includes an aligned portfolio of hardware, software, and content.
- Develop, coordinate, and teach workshops on academic technology designed to train faculty on the use of academic technology resources.
- Develop and teach all student technology classes, adhering to the defined technology scope and sequence
- Provide technical curriculum assistance regarding hardware usage, software applications, technology-based resources, and general instructional use of technology in the classroom.
- Spearhead technology initiatives that support teaching and learning.
- Research and evaluate new and emerging educational technologies, remaining mindful of maintaining the school's academic mission.
- Collaborate with academic departments/discipline-specific coordinators and the Technology Administrator on specific needs and growth opportunities.
- Assist in the deployment and integration of age/grade appropriate technology applications across the school.
- Perform other duties as assigned by the Head of School.
- Support the school and its Leadership.

**Competency Profile:**

- **Embodies Organizational Image** - Supports and actively promotes the organization. Positively reflects the organization's core values and addresses actions that don't align with those values.
- **Establishes Credibility** - Actions and words are aligned; presents facts in an accurate manner and is willing to admit mistakes.
- **Builds Student Skills and Confidence** - Makes students a top priority and works to build their trust. Focuses on discovering and meeting students' needs and fosters an environment which results in mutual cooperation and respect.
- **Builds Collaboration** - Fosters collaboration; ensures others are well informed of changes, initiatives, and progress.
- **Demonstrates Flexibility/Resilience** - Adapts to and works effectively with a variety of situations, individuals, or groups. Can manage pressure effectively and cope with setbacks.
- **Displays Emotions Effectively** - Expresses reactions and opinions with genuine emotion; emotions are not hidden but also not over blown. Handles intense interactions and emotionally charged situations effectively.
- **Builds Rapport** - Puts others at ease, easily relates to people and establishes rapport by creating common ground.

**Qualifications:**

- Bachelor's Degree or higher in technology field
- 3 years experience preferred, but not required
- Ability to write and speak effectively
- Ability to work well with other teachers

A letter of interest and supporting materials should be sent to:

Brenda Lockett  
Assistant to the Head of School  
The Fay School  
105 North Post Oak Lane  
Houston, Texas 77024