

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

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**Position Title:** TSA - Instructional Technologist  
**Reports to:** Administrator, Quality Assurance

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage. Demonstrates knowledge of computer operating systems including experience in Personal Computer (PC) operating systems and applications, and Local Area Networks (LAN) operations. Any alternative qualifications as the Board may find appropriate.

**Communication Skills:**

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

**Specialization Competence:**

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

**Instructional/Evaluation Procedures:**

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

**Management Techniques:**

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

**Work Environment:**

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

**Job Goal:**

Provide technical assistance and training activities to educators in Okaloosa County focused upon supporting teachers to integrate technology into their classrooms.

**Essential Duties and Responsibilities:**

1. Supports School Improvement efforts related to technology.
2. Supports current Florida technology initiatives in the public schools.
3. Designs, develops, and delivers technology workshops and seminars.
4. Supports teachers in their efforts to integrate technology into their classrooms by:
  - a) answering their questions via telephone and email;
  - b) writing brochures, articles, and other informational materials;
  - c) demonstrating effective teaching using technology;
  - d) providing on-site assistance;
  - e) participating in the planning and delivery of workshops, teleconferences, etc.; and
  - f) providing cross curriculum examples and strategies including the use of TestMate as a tool for planning individualized curriculum.
5. Designs and develops educational materials using desktop publishing.
6. Installs, evaluates and demonstrates existing and emerging technologies for instructional including multimedia, Internet and broadcasting.
7. Designs and produces print and non-print instructional materials.
8. Prepares and submits reports about activities including dates and sites of assistance, topics, products used, number of teachers and other educators involved, anticipated student impact.
9. Disseminates information about the Center and its projects.
10. Interfaces with schools involved in pilot programs monitoring activities, providing technical support and collecting, analyzing and disseminating data.
11. Maintains inventory and appropriate records for Center including equipment, software, supplies and travel.
12. Maintains regular hours and a professional office environment.
13. Uses telecommunications equipment and software to communicate with the District, instructional technology contacts, and meets with technology contacts to determine assistance needed within each school and strategies to offer assistance where appropriate.
14. Abides by all policies of the Okaloosa County School Board.
15. Performs other tasks as assigned within the limits of the Master Contract.

**Terms of Employment/Length of Employment:**

Twelve month. Salary is based on adopted salary schedule for instructional personnel.

**Evaluation:**

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.