

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Instructional Technology Specialist

**Supervisor:** Director of Elementary or  
Secondary Education

**FLSA Status:** Exempt                      **Employee Group:** Certified

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#### Qualifications:

1. Valid Illinois Professional Educator License
2. Technology Specialist Endorsement (preferred) or relevant experience
3. Five (5) years successful teaching experience preferred
4. Staff development experience preferred

#### Terms of Employment:

- Nine (9) month Teacher Contract
- Attendance and participation in organization and professional development meetings
- Complete training for Professional Development Specialists, as designated by the District

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Work with the Professional Development Specialists, Department Chairs, PD Cadres, Building Principals, and Directors of Elementary and Secondary Education to provide professional development that effectively builds teachers' understanding of technology integration.
2. Model effective, research-based instructional approaches utilizing technology for staff, incorporating effective ways to differentiate instructional practices, standards-based content, and provide on-site professional development in the classroom setting.
3. Work directly with teachers to plan for effective classroom instruction utilizing technology, with a focus on aligning instruction with appropriate ISTE standards, curriculum, and assessment.
4. Support teachers in developing differentiated, culturally relevant literacy instructional strategies and practices to address the needs of all students.
5. Provide opportunities for teachers' professional learning by coordinating and supporting peer-to-peer observations.
6. Keep current with best practices and requirements as they relate to your job assignment
7. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

8. Participate in training as needed for position.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.