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# Example of Instructional Technology Specialist Job Description

Our company is growing rapidly and is looking to fill the role of instructional technology specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for instructional technology specialist

* Model exemplary planning and delivery of instruction
* Support district and campus instructional initiatives
* Collaborate with others in Academic Performance and Support to develop and deliver high quality professional development
* Respond to inquiries from the campus community about RIS and LITS resources and services
* Assist librarians in preparing for and providing information literacy instruction
* Provide technical support and instruction for academic software such as Moodle, WordPress, PollEverywhere, and Zoom Videoconferencing
* Test, evaluate, and document library and instructional technology tools supported and maintained by RIS
* Staff RIS service points such as the Research Help Desk, Media Teaching Area, and Language Resource Center
* Complete departmental and course support projects
* Participate in RIS committees

## Qualifications for instructional technology specialist

* Master's degree in Instructional Design, Instructional Technology, Curriculum and Instruction, or related academic discipline – Ph.D
* 3+ years’ experience evaluating course quality using an established rubric - , Quality Matters, OLC Scorecard
* Strong analytical, verbal, written and interpersonal communication skills - including those needed to create and maintain positive interactions and provide intelligent and persuasive guidance to “strong personalities”
* Outstanding communication skills with teachers who are facile with technology those who struggle
* Commitment to customer service and team-oriented management
* Conceptual understanding of audio/visual tools