

### INSTRUCTIONAL SPECIALIST/COMPUTER EDUCATION PROGRAMS AND TECHNOLOGY

Primary Function: To assist the administration and staff in the implementation of the district's computer and technology programs.

Directly Responsible To: Assistant Superintendent

The instructional specialist responsible for overseeing the implementation of the district computer and technology education programs will serve in a staff position assisting teachers and administrators in the following areas:

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1. Assist in the implementation of the district's computer education program.
  - a. Serve as a resource teacher to teachers in computer education classes in the district.
  - b. Evaluate the effectiveness of curricular materials used in the computer education program.
  - c. Serve as liaison with the schools and assist in the development of curricular materials.
2. Coordinate the computer maintenance program district-wide.
  - a. Assist in the development of a maintenance program district-wide.
  - b. Serve as resource person as needed with maintenance problems.
3. Assist in the networking of all the schools in the district to the district office.
4. Coordinate computer staff development programs for teachers in the district.
5. Assist in revising and monitoring the district's master plan for computer education.
6. Other duties as identified by the Assistant Superintendent.