



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: Instructional Technology Specialist

Performance Responsibilities:

1. Coaches staff in integrating educational technologies into the classrooms. Demonstrates use of new technologies for staff and models the use of these technologies with students in the classroom environment;
2. Ensures that technology use supports Wellesley curriculum and assessment requirements; ensures continuity in the use of software that is utilized in curricula at the various grade levels;
3. Designs and delivers professional development opportunities;
4. Acts as a technology resource to administration and staff, and educates students and staff on the *District's Acceptable Use Policy* and internet safety;
5. Reviews curriculum goals with the Director of Technology, Principals, other district administrators, and staff to identify, support, and implement technologies that increase access to the curriculum;
6. Reviews and evaluates new technologies and communicates results to Director of Technology, Principals, curriculum administrators, and staff for future budget consideration;
7. Creates and maintains a database of all technology integration resources including curriculum software, web resources, model lessons, and assistive technologies;
8. Diagnoses, troubleshoots and models simple problem solving techniques to students and staff; reports high level technical issues to the technical support staff in a timely manner;
9. Assists in maintaining school web pages;
10. Participates in grant writing activities, as needed;
11. Other duties, as assigned.

Qualifications:

- Licensed, or eligible for licensure as an Instructional Technology Specialist by the Massachusetts Department of Education, with demonstrated teaching experience
- Bachelor's Degree, Master's preferred, from an accredited college or university in Instructional Technology or a related field
- Ability to communicate clearly and effectively, both orally and in writing, to children and adults and the ability to work collaboratively with staff, parents, and community members
- Commitment to remain current in content knowledge and teaching strategies
- Skill, knowledge, and ability to plan, organize and execute small and large group training and committee work

Evaluated by: Director of Educational Technology

Work Year: In accordance with with the terms of the WEA Unit A collective bargaining agreement

Salary/Benefits: In accordance with with the terms of the WEA Unit A collective bargaining agreement

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

Non-Discrimination Statement:

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

Created: 2016

Format updated: January 27, 2026