

GREAT PLAINS

Technology Center

Job title	<i>Instructional Support Specialist</i>
Reports to	<i>Director of Instructional Support</i>

Job purpose

The Instructional Support Specialist helps meet the needs of the school by helping to implement varying school-wide initiatives, by addressing diverse instructor needs, and by performing routine duties of the position.

Duties and responsibilities

- Provides onsite assistance to staff in planning and integrating instructional technology – to include learning management, online curriculum, instructional equipment, software, and student accountability systems.
- Works with instructors to plan curriculum in fulfillment of course and student needs.
- Advocates for instructors as they help to analyze concerns in the areas of instruction, testing, record keeping, and classroom management.
- Aids administration in the execution of school-wide or program specific initiatives related to communication, accreditation, student organizations, and student success.
- Provides instructors help on specific projects such as multimedia, binding, lamination, poster creation, labeling and copying while protecting copyrights.
- Provides assistance with the planning, implementation, and staff development training.
- Champions the creative and independent use of instructional technology throughout the school.
- Helps to promote a positive, caring climate for learning.
- Maintains a technical expertise to support the needs of instructors.
- Maintains, assembles, and reports records as required for program management and professional development.
- Maintains, assembles, and reports state and local records for instructional programs.

- Performs other duties as assigned.

Qualifications

Bachelor's degree is required with preference given to master's degree. The ideal applicant will have completed a minimum of five years of successful, full-time teaching in a secondary academic or vocational training environment. An instructional support specialist must be able to demonstrate experience with instructional software, multimedia, learning management systems, student accountability systems. Knowledge of curriculum development and instructional strategies is preferred. They must also possess excellent communication skills (both written and oral). Organizational skills, personal accountability, a disposition of service and cooperation are essential attributes of any potential applicant.

Working conditions

Instructional Support Specialists typically works in an office environment, but the mission of the school may require work in other workplaces. A standard workweek is required, but additionally may often require evening and weekend hours to accommodate activities such as Board meetings and representation of Great Plains at public events.

Direct reports

No direct reports.

Approved by:	<i>Karen Bailey</i>
Date approved:	<i>March 2, 2018</i>
Reviewed:	