



DIRECTOR OF INSTRUCTIONAL TECHNOLOGY

Purpose Statement

The job the Director of Instructional Technology was established for the purpose/s of planning, implementing, directing, and maintaining the district's applications and use of technology within the instructional curriculum; evaluating and providing recommendations regarding complementing classroom instruction with software applications and computer technology; and assisting administrators and teachers.

This job reports to the Assistant Superintendent of Teaching, Learning, and Assessment.

Essential Functions

- Communicates with parents, employees, administrators, and outside organizations for the purpose of providing administrative support, enhancing program awareness, and assisting with program implementation and conflict resolution.
- Coordinates the design, planning, support, professional development, and implementation of technology use in teaching, learning, and district curriculum for the purpose of improving student learning in all subject areas.
- Directs the development and interpretation of program policy and procedures for the purpose of establishing guidelines needed to effectively and efficiently meet district program goals, while adhering to all relevant regulations and guidelines.
- Develops and manages program-related budget(s) for the purpose of ensuring that software, hardware, and personnel are available to meet program, school site, and district's needs and objectives.
- Directs program assessments for the purpose of ensuring that technology standards for teachers and students meet program goals and district guidelines.
- Directs, analyzes, and evaluates a variety of program-related data (e.g. student assessments, teacher assessments, emerging technology trends, requested applications, systems and hardware, etc.) for the purpose of ensuring availability of technology resources needed to meet student, school site and District objectives.
- Identifies, develops, and reports program-related assessment results for the purpose of directing student and teacher growth toward technology integration, technology literacy, and technology use.
- Manages a variety of program-specific projects and components (e.g. online resources, instructional software, federal projects, district initiatives, etc.) for the purpose of providing guidance and direction needed to ensure project success.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions and/or representing the district to external individuals and/or organizations.
- Prepares a variety of materials (e.g. reports, memos, letters, procedures, manuals, assessments, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to inquiries for the purpose of providing information and/or direction.
- Serves as liaison to software/hardware providers for the purpose of conveying and/or receiving information and coordinating district activities.
- Supervises employees of instructional technology as needed and/or assigned (e.g. hiring, evaluating, disciplining, etc.) for the purpose of evaluation and professional growth.



Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the district.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; managing technical employees; utilizing pertinent software applications; effective listening; problem solving; training; and supervision.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current generation and emerging instructional technology; bookkeeping/accounting practices; curriculum and instructional methods; and English grammar/punctuation/spelling/vocabulary.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with persons of varied backgrounds and technology expertise; establishing and maintaining effective working relationships; meeting deadlines and schedules; providing direction; leadership; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.



EXPERIENCE:

Job related experience within specialized field with increasing levels of responsibility required.

EDUCATION:

Master's degree in related field preferred.

EQUIVALENCY:

None Specified

REQUIRED TESTING:

CERTIFICATES & LICENSES:

Teachers Certification and/or License
Administrative Certification
5 years' experience as a teacher

FLSA STATUS:

Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:

Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:

Professional