

CORONA-NORCO UNIFIED SCHOOL DISTRICT
Human Resources

POSITION: **DIRECTOR - INNOVATION, LEARNING AND EDUCATIONAL TECHNOLOGY**

RESPONSIBLE TO: **ASSOCIATE SUPERINTENDENT, EDUCATIONAL SERVICES**

APPLICATION DEADLINE: **FRIDAY, AUGUST 25, 2017**

MAJOR DUTIES AND RESPONSIBILITIES:

The job of Director of Innovation, Learning, and Educational Technology is done for the purpose/s of assessing instructional technology, analyzing customer needs and developing systems for the integration of technology. This position is designated as a management position and is part of the Management Leadership Team.

1. Establishes and communicates a clear, long-range vision of ongoing infusion of technology into curriculum and instruction to enhance teaching and learning
2. Plans and develops goals and objectives for the purpose of ensuring that the technology related mission and goals are realized and/or evaluating program effectiveness
3. Participates in the evaluation of emerging or innovative technologies in order to enhance learning and teaching
4. Analyzes organizational needs for educational technology and develops solutions to implement systems in order to enhance teaching and learning
5. Researches and analyzes a wide variety of hardware and software applications and tools for the purpose of recommending high quality learning resources that are supported by technology
6. Serves as a liaison between Information Technology Services and end users for the purpose of ensuring technology system integration into instruction and assessment
7. Analyzes and monitors when technology skills appear (explicit or implicit) as components of the California Common Core State Standards (CCSS) and summative assessments and design systems to support technology integration into teaching and learning
8. Monitors, evaluates, and explores the implementation and opportunities for high quality teaching and learning resources supported by technology
9. Collaborates with others (e.g., school staff, district personnel, county office, technical organizations, other school districts, public agencies, committees, etc.) for the purpose of implementing technology-facilitated school and district improvement programs
10. Serves as liaison to software/hardware providers and vets products for use by the district
11. Plans, organizes, facilitates, and manages instructional technology activities and grants for the development and benefit of CNUSD
12. Develops assessment tools for measuring effectiveness of instructional technology in teaching and learning
13. Responds to inquiries regarding educational technology for the purpose of providing information and/or direction
14. Prepares a wide variety of reference, presentation, policy and administrative materials in both written and electronic formats (e.g., plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.)
15. Oversees district online programs, including the district's hybrid high school
16. Facilitates various district educational technology committees
17. Supports school site principals in the implementation, monitoring and evaluation of educational technology programs (i.e., 1:1, BYOD, etc.)
18. Performs other related duties as required

MINIMUM QUALIFICATIONS:

Possession of valid California Administrative Services Credential. *A credential in progress is not acceptable.*

Knowledge of instructional technologies and research based strategies for teaching and learning; project and change management; software systems design; development and implementation procedures; systems integration and infrastructure; basic accounting principles and budgets; staff development and training practices and techniques.

Skills are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.

Ability to assess and implement instructional technologies; analyze technology and form sound conclusions and recommendations; communicate effectively both orally and in writing; establish and maintain an effective working relationship with staff, school district and county personnel, and other agency personnel; effectively supervise and evaluate staff; train end-users; analyze, interpret and apply laws and regulations related to the position; establish and maintain appropriate project deadlines; facilitate achievement of district goals and objectives; manage multiple projects; work independently; problem solve and analyze issues, create plans of action and reach solutions; read technical information; compose a variety of documents; conduct training and facilitate group discussions; meet the travel requirements of the position.

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

EXPERIENCE:

Three years of demonstrated expertise in using state of the art technology, and demonstrated success in preparing and delivering workshops or formal presentations. Teaching and administrative experience is preferred.

EDUCATION:

Bachelor's degree from an accredited college/university is required. Master's degree from an accredited college or university with major course work in educational technology or related field preferred.

SALARY/CONTRACT:

Range VII of the Management Salary Schedule (\$118,222 - \$143,700) based on 221 work days.

INSURANCE BENEFITS:

In addition to this salary, an attractive management benefit package is offered. The employee will choose from the medical, dental and vision insurance plans offered. Each management employee is provided with a fully-paid \$250,000 life insurance policy.

APPLICATION REQUIREMENTS AND PROCEDURE:

The **complete** application for the position will include:

1. The Corona-Norco Unified School District management application form.
2. A personal letter of application giving reasons for being interested in this position.
3. A current résumé including background information, education, experience and achievements.
4. Three current letters of recommendation (**current means within the last two years**).
5. A complete set of transcripts.
6. Copy of your Administrative credential.

Address application material and request for information to:

Glen A. Gonsalves, Assistant Superintendent
Human Resources

****PLEASE NOTE:** You will not be considered for an interview unless all paperwork is on file by the application deadline.

The Corona-Norco Unified School District is an Equal Opportunity District and shall not unlawfully discriminate against employees or job applicants on the basis of actual or perceived sex, sexual orientation, gender, gender expression, ethnic group, identification, race, ancestry, national origin, religion, color, or physical or mental disability (including HIV and AIDS), medical condition (cancer), age or marital status or a person's association with one or more of these actual or perceived characteristics.

All contacts with Corona-Norco Unified School District administrators concerning the position applied for must be scheduled through the Human Resources Office. Candidates who make unauthorized contacts will not be considered for employment.

If you encounter any problems with the application process; attaching documents, etc., please contact Edjoin directly. CNUSD staff does not have access to the Edjoin website to diagnose or correct any problems that may be occurring.

Employment is subject to a criminal history check. Applicant cannot start work until this clearance is received from Department of Justice. Applicant will be barred from employment if he/she has a prior conviction for serious or violent felony as specified (unless applicant has obtained a certificate of rehabilitation and pardon, or if for a serious felony, a court finding of rehabilitation).