

## Director of Educational Technology

### Purpose Statement

The job of Director of Educational Technology is done for the purpose/s of serving all district students by directing the integration of digital tools and best practices into curriculum and administrative systems; providing leadership to district and site staff; facilitating the organization, delivery and communication of professional development related to technology implementation for all staff and serving as a collaborative team member of the Educational Services team.

This job reports to Assistant Superintendent - Educational Services

### Essential Functions

- Assists school site and district staff in planning and implementing curricular innovations utilizing technology for the purpose of developing appropriate training and increasing/improving utilization.
- Communicates the use of education technology in the instructional program to parent and community groups for the purpose of providing information, training, and support with the utilization of new programs.
- Coordinates with the Technology Services Department in the implementation of the District Technology Plan and maintenance of other programs and services for the purpose of communicating information and providing efficient and effective services.
- Directs and supports district staff with the use of social media for the purpose of enhancing communication and ensuring compliance with District policies.
- Establishes a positive rapport and effective communications with other staff and individuals associated with the District for the purpose of sharing and receiving information for improving service.
- Facilitates professional development both in-person and on-line (blended model) for the purpose of enhancing employees ability to maximize their use of technological resources.
- Leads the development and implementation of a district strategic vision for educational technology for the purpose of ensuring effective, efficient and cutting-edge use of technology to support district programs and services.
- Leads the development and implementation of programs to support student/staff use of technology (e.g. BYOD, etc.) for the purpose of maximizing student and staff access to information resources.
- Participates in the development and management of the digital gradebook for the purpose of leading and supporting staff in the effective use of the student information system to communicate with students and parents.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department and district.
- Provides current and cutting-edge support and decision-making on academic and administrative technology matters for district staff for the purpose of leading the District in the effective and efficient use of technology.
- Recommends computer hardware and software application acquisitions for the purpose of assisting with the design and implementation of the district master plan for technology.
- Researches and supports instructional software applications for the purpose of providing up-to-date resources and support for classroom use.
- Supports site technology leaders for the purpose of enhancing the utilization of technology in the school and classrooms.
- Trains and supports staff in the implementation of gradebook and assessment methodology for the purpose of improving effectiveness by enhancing the ability to use and understand programs.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, 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 using pertinent software applications; preparing and maintaining accurate records; planning and managing projects; strong writing ability; instructional design skills; and analyzing data.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: methods, procedures, materials and techniques used in the maintenance of computer and computer systems; create multimedia and digital video presentations and promotions; policies, regulations and guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); various forms of current technology; educational and classroom management software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Independent 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. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; directing and supervising the work of others; training and developing others; and working as part of a team.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; 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.

### **Work Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

#### **Required Testing**

N/A

#### **Certificates and Licenses**

California Administrative Credential  
Valid Driver's License

#### **Continuing Educ. / Training**

As needed  
Maintains Certificates and/or Licenses

#### **Clearances**

Criminal Justice/Fingerprint Clearance  
TB Clearance

#### **FLSA Status**

Exempt

#### **Approval Date**

#### **Salary Grade**

Certificated Management X