

MORONGO UNIFIED SCHOOL DISTRICT
Director of Innovation & Educational Technology

A. Job Summary:

The Director is a creative and dynamic leader charged with developing and implementing a strategic vision in all areas of technology for the district. They will facilitate the integration of digital tools and best practices into curriculum and administrative systems. Both a big picture thinker and a hands-on implementer, the Director engages with administrators, educators and support personnel, parents and students to extend responsible and creative use of technology.

The Director must be a strategic thinker with strong communication, organization, and interpersonal skills, and the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology in the district's curriculum and instruction.

The Director oversees staff development opportunities to meet the diverse learning needs of staff as it relates to integrating technology into academic programming.

B. Description of Position:

The Coordinator of Educational Technology is responsible for 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; assisting administrators and teachers, and providing professional development for educational technology.

C. Supervision Received: Assistant Superintendent of Instructional Services

D. Supervision Exercised: As assigned by Cabinet

E. Prime Duties and Responsibilities:

1. 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.
2. Collaborates and 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.
3. Develops and 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.
4. Serves as District resource in instructional technology by providing expertise, support, and training in the area of management technologies to improve productivity.
5. Collaborates with building administrator and steering committees to develop, evaluate, and implement technology plans; assists in the creation and management of the District Technology Plan.
6. 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 needs and objectives.
7. Directs program assessments for the purpose of ensuring that technology standards for teachers and students meet program goals and District guidelines.
8. 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 while adhering to budget limitations.
9. Identifies, develops and reports program related technology assessment results for the purpose of directing student and teacher growth toward technology integration, technology literacy and technology

- use.
10. Manages a variety of program specific projects and components (e.g. online resources, licenses, instructional software, federal projects, district initiatives, etc.) for the purpose of providing guidance and direction needed to ensure project success.
 11. 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.
 12. Prepares a variety of materials (e.g. presentations, reports, memos, letters, procedures, manuals, assessments, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
 13. Responds to inquiries for the purpose of providing information and/or direction.
 14. Serves as liaison to software/hardware providers for the purpose of conveying and/or receiving information and coordinating District activities.
 15. Performs other tasks and assumes other responsibilities as assigned.
 16. Knowledge of privacy laws for students
 17. Willing to explore remote instruction and all facets there of; laws, programs, set-up, professional development, scope of instruction

F. Knowledge of:

1. Current K-12 instructional practices, principles and techniques of instructional technology Principles and techniques for project planning, scheduling and control, public sector business practices and emerging trends in instructional technology. Use of technology to support instruction in elementary and secondary curriculum content areas.
2. Applications commonly used in Morongo Unified School District settings including but not limited to: Microsoft Office tools including Outlook, Illuminate, Accelerated Reading, Google applications and Electronic Testing.
3. PC Platform.

G. Qualifications:

1. Successful experience implementing various technologies in instructional and classroom settings.
2. Experience in providing professional development and/or recent mentoring and/or support experience.
3. Must be technologically literate, able to develop and deliver presentations and reports commensurate with this position, as well as problem solve and trouble shoot.
4. Must be able to collaborate and cooperate with other departments
5. Valid California Administrative credential or eligibility for an Administrative Intern credential applied by college/university.
6. A minimum of three (3) years of experience in related areas.

G. 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 may be made to enable individuals with disability to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls and to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

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 may be made to

enable individuals with disability to perform the essential functions. The noise level in the work environment is usually moderate.

H. Terms of Employment: Certificated Management Salary Schedule Range 40

I. Evaluation:

Performance will be evaluated based on the successful completion of assigned responsibilities and Board of Education Policies regarding evaluation procedures of certificated managers. Reports directly to the Assistant Superintendent of Instruction.