

WESTMINSTER SCHOOL DISTRICT
Job Description

EXECUTIVE DIRECTOR EDUCATIONAL TECHNOLOGY

Basic Function:

Under the supervision of the Superintendent, provide leadership and direction in the development of district wide technology use. Establish and champion a bold vision for moving the District to the forefront of technology integration, with a particular focus on classroom-based teaching and learning applications that support assessment and instruction. Create the technological infrastructure necessary to support and lead staff in: the improvement of instructional outcomes and teacher effectiveness, the development of site based instructional leadership, and the improvement of District communications with internal and external audiences. Support teachers and administrators at both the school and central office levels in making informed decisions about hardware and software for instructional purposes and in using the technology infrastructure to the greatest advantage to achieve District achievement and learning goals. Responsible for the integration of cost-effective applications, technological hardware and software as it relates to the teaching-learning process, and the use of instructional technology as a means of accelerating and improving student achievement.

Major Duties and Responsibilities

- A. Establish the District's technology vision and long-range plan to meet the present and future needs of District staff and students to achieve District achievement goals.
- B. Develop a framework and curriculum for the integration of technology into teaching and learning. Implement and develop methods of monitoring its effectiveness in a continuous improvement cycle.
- C. Coordinate and lead district wide assessments and supplemental learning programs that are aligned with the Common Core State Standards.
- D. Organize and lead professional development for district staff, computer aides, teachers, principals and other certificated personnel as it relates to the use and integration of technology within the core curriculum and district operations.
- E. Implement, train and support teachers and administrators in the use of technology within interactive settings (e.g., online tutorials, video streaming, and virtual and distance learning).
- F. Analyze the technological and instructional needs with district leaders, administrators, and teachers. Make recommendations for updates, replacements or enhancements of hardware and/or software that support site instructional practices, and oversee the process of purchasing and the implementation of new systems.

- G. Develop and make decisions that impact non-print curriculum, and instructional resources and equipment.
- H. Develop partnerships with other school districts, vendors, businesses, universities and the community to accelerate the technology department's effectiveness and to secure additional resources in order to meet the objectives and needs of the schools and District.
- I. Train, supervise and evaluate the performance of assigned school based technology resource teachers and classified staff. Ensure the optimal utilization of certificated and classified staff in order to provide a high level of customer service and satisfaction with a focus on being innovative and responsive to staff and student technology needs.
- J. Oversee the selection and implementation of the district wide student information and data system as it relates to the management and reporting of student information.
- K. Conduct school site classroom observations to identify model classrooms that demonstrate the effective integration of technology with teaching and learning.
- L. Responsible for the departmental budget and aligning program needs and outcomes in order to promote the most cost-effective use of district resources and use of technology.
- M. Supervise the district printing services department.
- N. In collaboration with district leaders, develop policies and procedures in regards to the use of technology and software instruction to comply with federal and state laws.
- O. Prepare and present reports to the Superintendent and the Board of Education as needed.
- P. Participate in the Superintendent's Cabinet and attend regularly scheduled Board Meetings.
- Q. Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

- A. Hardware and software applications for educational and instructional purposes.
- B. Instructional methodologies, strategies, curriculum, frameworks, and Common Core State Standards.
- C. Current research and trends in curriculum.
- D. State and local assessments.
- E. Data privacy laws and practices.

Ability to:

- A. Train, supervise, and evaluate certificated and classified staff.
- B. Use multiple modes of communications (i.e. website, Facebook, email, messaging)
- C. Approach problems and issues from multiple perspectives and recommend applications of technology to address District needs.
- D. Absorb, analyze, and organize information and ideas to present clear and concise oral and written reports in a manner appropriate to audiences with technical and non-technical backgrounds.
- E. Move comfortably between emerging and existing technologies, software and tools in ways that engage staff and students.
- F. Prepare and manage million dollar budgets, address multiple priorities, lead and supervise staff, adapt to change, and meet timelines.
- G. Implement collaborative team building processes and maintain cooperative working relationships to motivate staff.
- H. Read, interpret, apply, and explain rules, regulations, policies and procedures.
- I. Accurately estimate labor and material costs.

Education and Experience

- A. Degree in education, technology, or a related field and five years of experience in a management/administrative position of a school, district's technology and instruction department, or equivalent.
- B. Expertise and experience in leading and organizing professional development for staff, teachers and administrators.
- C. Consideration will be given to alternative combinations of experiences and training that provide the knowledge, skills, and abilities that encompass the major duties and responsibilities.

Licenses and Other Requirements

- ~Valid California Administrative Credential
- ~Valid California Teaching Credential
- ~Possession of valid California driver's license
- ~Completion of fingerprinting is required prior to the first day of work

Physical Demands and Working Conditions

Duties are performed in the district office, school sites, and community settings. This position may entail frequent interruptions. This position requires one to work independently and/or with diverse groups of people to complete high work volume and tight deadlines.

This position classification may require one to perform work that involves some lifting and sitting, with some walking and standing for extended periods of time. This position will require one to lift, pull or push objects up to twenty-five (25) pounds. This position requires one to possess the ability to have accurate sound perception, near and far vision with the ability to read small print and depth perception. This position requires the mobility to reach and bend, sufficient dexterity to work with computers, and provide oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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