



Job Title: Instructional Technology Director

Wage/Hour Status: Exempt

Reports to: Chief Technology Officer

Pay Grade: 6

Dept. /School: Technology Division

Days: 227

Supervises: Instructional Technology Specialists and Online Program Manager

Primary Purpose: To continuously evaluate and improve educational and training systems so that technology is integrated and used by staff to improve their practice.

Qualifications:

Education/Certification:

- Valid Texas teaching certificate, master's degree preferred.

Special Knowledge Skills:

- Demonstrated leadership.
- Proven time management and organizational skills.
- Proven experience in planning, organizing and presenting staff development sessions.

Experience:

- Five (5) years successful classroom teaching in elementary and/or secondary.

Major Responsibilities and Duties:

- Communicate, coordinate, and collaborate with the Information Technology Department, Information Systems Department and Curriculum and Instruction Department in the implementation of technology programs, processes, or procedures.
- Plan for and engage in professional development which updates knowledge of contents, programs, methods, and state/federal guidelines as they relate to instructional technology.
- Supervise assigned personnel to ensure that all responsibilities are met.
- Collaborate with the curriculum department and other departments to integrate technology TEKS/activities into curriculum and daily classroom instruction.
- Work with campus and district administrators to create plans for instructional technology professional development.
- Oversee federal and state requirements in regards to compliance with CIPA, COPA, NCLB and other cyber safety guidelines.
- Work with staff on the implementation and review of technology software, hardware and methods of instruction to integrate technology.
- Oversee the daily operations of the technology lab, technology equipment for check-out, video conferencing and equipment in district conference rooms.



- Conduct meetings as necessary for the proper functioning of the Instructional Technology & Library Media Services programs.
- Keep staff informed about current educational research, technology and materials for the improvement of instruction integrating technology.
- Assist in the recruitment and selection of Instructional Technology Specialists and Library Media Specialists.
- Communicate information regarding instructional technology.
- Organize and document online programs and educational subscriptions and renewals.
- Other duties as assigned.

Supervisory Responsibilities:

- Instructional Technology Specialists and Online Program Manager

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent districtwide and statewide travel; occasional prolonged or irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I have read, understand and attest to the above description and funding relating to my daily activities.

Signature _____

Date _____