

ACALANES UNION HIGH SCHOOL DISTRICT

Director of Curricular Innovation & Educational Technology
Certificated Management, Range 4
Reports to: Associate Superintendent, Educational Services

GENERAL DESCRIPTION:

Under the direct supervision of the Associate Superintendent of Educational Services, the Acalanes Union High School District (AUHSD) Director of Curricular Innovation and Educational Technology will work collaboratively with the Superintendent and school leaders to set and develop a vision for use and implementation of instructional programs and educational technology in the District. As a member of the Superintendent's Cabinet, the Director will provide support of the Local Control Accountability Plan, District Goals, and the policies of the Governing Board. Director will provide leadership and building capacity in developing and maintaining excellence in educational programs and services, Informational Technology infrastructure and planning at all District schools.

PRIMARY RESPONSIBILITIES

Curriculum and Innovation

1. Provides leadership to teachers and administrators in best ways to educate students in the area of Media Literacy.
2. Provides support in the development, organization and implementation of the certificated and classification, yearlong, Professional Development opportunities.
3. Provides support to District Department Chairs and teacher leaders.
4. Supports the selection, adoption, and preparation of instructional materials (paper and digital).
5. Supports/advises District and school library services, District and site administrators, and teachers in the areas of digital citizenship, research and digital resources.
6. Provides leadership and support to library media specialists.

Educational Technology

1. Provides leadership in the development of strategic approaches for the integration of technology into the educational environments throughout the district.
2. Provides leadership and guidance in the procurement, implementation, and ongoing evaluation of educational software.
3. Provides leadership and innovation for enhancing teaching and learning through the identification, evaluation, adoption, and integration of effective educational innovations and materials into the curriculum.
4. Provides districtwide leadership, guidance, oversight and training in the implementation of the online courses (regular and credit recovery) in all schools.

5. Works collaboratively with departments and site administration to evaluate and make recommendations regarding instructional media and materials.
6. Evaluates and recommends 21st century classroom practices including knowledge of classroom technologies and furnishings that support a student-centered, project based learning environment.
7. Understands and provide support to enhance the use of District learning management and communication system and assessment database system.
8. Provides and organize relevant and timely Professional Development opportunities for staff.
9. Assists in directing the District testing program (CAASPP, AP, ELPAC, SAT) and assists departments with analyzing and evaluating the resulting test data to design instructional lessons, curriculum and curricular supports that improve student learning and outcomes.

Informational Technology

1. Develops and implements a comprehensive communication strategy designed to communicate and publicize AUHSD programs in the community. Implementation will include oversight of current communication channels (ex. Web, social media) and examining expansion to best showcase AUHSD programs.
2. Provides timely and relevant training and professional growth opportunities to IT support staff.
3. Maintains communication and works in a collaborative manner with District and site administrators to facilitate decision-making and problem-solving in the areas of computer and technology services.
4. Develops, with District collaboration, the implementation plan for Technology department goals, objectives, policy priorities, standards, and procedures.
5. Oversees the design and implementation of short-term and long-term strategic plans to make certain network capacity meets existing and future requirements.
6. Collaborates with schools with infrastructure design, acquisition and development.
7. Coordinates the assessment of current and future technology requirements of the District.
8. Develops and manages a budget for the purpose of ensuring efficient program operations and complying with established fiscal guidelines.
9. Provides oversight for network and application software (operating systems, security, utilities, file management, documentation, backup and restoration, security, virus protection, performance monitoring and user access rights).
10. Provides oversight and leadership for the implementation of the student data systems network, and data management and reporting.
11. Maintains software site licenses and supervises proper legal and software usage.
12. Provides leadership and direction in technology planning, assessment programs, equipment acquisition, applications development, and establishment of standards for hardware and software.
13. Leads the Information Technology Department in optimizing the use of all District resources through use of technology; makes recommendations to staff on emerging technologies and informs management of potential problems and solutions.

14. Provides leadership for the evaluation, selection, and use of computer programs.
15. Directs activities of the Information Technology Department, assures the resolution of problems, and conducts ongoing evaluation of customer satisfaction.

General

1. Evaluates staff as directed

KNOWLEDGE AND ABILITIES:

- Prior administrative experience in a school setting
- Knowledge of technology innovations, expertise in curriculum and instruction, demonstrated leadership with educators in implementing new practices. Prior experience planning and delivering high quality professional development
- Administrative Credential
- Background/prior experience in teaching and implementing educational technology

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor work environment.
- Constant interruptions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Bending at the waist, kneeling or crouching
- Reaching overhead, above the shoulders and horizontally
- Sitting or standing for extended periods of time
- Seeing to read a variety of materials
- Lifting and moving offices supplies and boxes
- Able to lift 50 lbs.

**The Education Code requires that a criminal background check be conducted on all persons prior to employment by a school district to ascertain whether the applicant has been arrested or convicted of any crime. Conviction of certain crimes designated as a “violent felony” or a “serious felony” may disqualify a person from employment.

Board adopted: March 4, 2020

The Acalanes Union High School District is an equal opportunity employer and does not discriminate on the basis of actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.