

MORONGO UNIFIED SCHOOL DISTRICT
Director of Innovation & Educational Technology

A. Job Summary:

The Director is an innovative, creative and dynamic leader charged with developing and implementing a strategic vision in all areas of technology for the district. Oversees best practices involving digital tools and integration of technology into daily practical classroom use. 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 Director of Educational Technology is responsible for planning, implementing, directing and maintaining the district's use of educational technology within the instructional curriculum; evaluating and providing recommendations regarding complementing classroom instruction with software applications and computer technology; assisting administrators and teachers, providing professional development for educational technology and overseeing the district's Distance Learning Plan.

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. Collaborates with building administrator and steering committees to develop, evaluate, and implement technology plans; assists in the creation and management of the District's Distance Learning.
5. Manages personnel who are available to meet program, school site and District needs and objectives.
6. Directs program assessments for the purpose of ensuring that technology standards for teachers and students meet program goals and District guidelines.
7. 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.
8. 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.
9. 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.
10. 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.
 11. Responds to inquiries for the purpose of providing information and/or direction.
 12. Performs other tasks and assumes other responsibilities as assigned.
 13. Knowledge of privacy laws and digital literacy for staff and students.
 14. Create distance learning and all facets thereof; 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, Blackboard, Canvas, Online Textbook Platforms, Synergy, Microsoft Teams, Zoom, etc.
3. Remote Learning, Distance Learning, Hybrid Learning Programs
4. In depth knowledge of the Universal Design for Learning (UDL) guidelines and how they integrate into instruction.

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 computer literate, able to develop and deliver presentations and reports commensurate with this position.
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 Education.

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 39

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.