



2018-2019 School Year

Director of Learning & Innovation Technology District Office

Both classified and certificated applicants are encouraged to apply.

Interviews will be held on Wednesday, May 23rd
Possible second interviews on May 24th.



Deadline for Application: Friday, May 18, 2018 - 4:30 pm

The job of Director of Learning and Innovation Technology is done for the purposes of planning, organizing, directing, supervising and evaluating the acquisition and application of technology and innovative practices in support of all District activities; coordinating the development and implementation of the District's technology master plan; coordinating, organizing and supervising staff development, training and technical guidance in software, educational technology and use of systems; assisting in the development of the District's technology budget and pursuing alternative funding sources. This job reports to the Assistant Superintendent, Educational Services.

SALARY AND BENEFITS: \$86,835 - \$126,510. There are also advanced degree stipends of \$1,098 for Master's or \$2,194 for Doctorate and \$1,098 for National Board Teaching Certification. Salary will be prorated for contracts less than 1.0 FTE and for start dates after the beginning of the school year.

Health and Welfare benefits: \$14,916 annually (medical/dental/vision District Cap) plus life insurance for a full-time (1.0 FTE) employee. Employees with contracts less than .5 FTE are not eligible to enroll in District health plans, but are eligible to enroll in dental or vision plans. Employees with contracts of 1.0 FTE are required to enroll in a health plan. Enrollment in the dental or vision plans is optional. The percentage paid by the District of the cap for a health plan, dental and vision plan is prorated based on the employee's FTE. The District will pay premiums for a \$37,000 life insurance policy for contracts of .75-1.0 FTE.

APPLICATION PROCESS: Applications only accepted online at EdJoin.org

APPLICANT MUST SUBMIT :

- A complete online application
- A cover letter specific to your qualifications for this position
- A résumé, including reference contact telephone numbers
- A minimum of three letters of recommendation
- Copy of credentials/certifications
- Copies of transcripts showing degrees awarded (official transcripts will be required at time of employment)

AN EQUAL OPPORTUNITY EMPLOYER

It is Petaluma City Schools' policy to provide equal opportunity to all persons without regard to race, color, religion, sex, pregnancy, marital or domestic partner status, sexual orientation, gender identity or expression, age, ancestry, national origin, disability, or medical condition, as defined in state and federal laws. This policy covers all aspects of employment, including, but not limited to, recruitment, selection, training, promotion, transfer, compensation, demotion, and termination. Reasonable accommodation is provided to all eligible applicants and employees as required by law. Complaints regarding unlawful discrimination may be filed with Petaluma City Schools' Human Resources Department.

ALL INFORMATION CONTAINED IN THIS DOCUMENT IS CORRECT AT THE TIME OF POSTING

#26 (2018-19)

Director of Learning and Innovation Technology

Purpose Statement

The job of Director of Learning and Innovation Technology is done for the purposes of planning, organizing, directing, supervising and evaluating the acquisition and application of technology in support of all District activities; coordinating the development and implementation of the District's technology master plan; coordinating, organizing and supervising staff development, training and technical guidance in software, educational technology and use of systems; assisting in the development of the District's technology budget and pursuing alternative funding sources.

This job reports to the Assistant Superintendent, Ed Services.

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, hardware/software providers, consultants, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Develops and monitors the District web site for the purpose of providing information regarding the activities of the District.
- Develops liaisons with business sources and school support groups for the purpose of subsidizing the acquisition of new technology by soliciting and obtaining funding, hardware, software, expertise and/or community support.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. learning and innovation committee, personnel actions, regulatory requirements, actions involving outside agencies, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Manages the development of the districtwide area and local area networks for the purpose of ensuring the efficient growth and development of productivity computing for teachers, classified/support staff and district administrators.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in a variety of meetings (e.g. leadership 45, inter and intra district committees, community and public agencies, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of reference, presentation, policy and administrative materials (e.g. plans, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, requests and issues; providing audit references, and/or meeting compliance requirements.
- Provides leadership and technical support for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system.
- Researches and presents on topics related to current and emerging technology (e.g. relevant policies, current practices, legislation, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information and/or responding to requests.

- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Provides leadership, supervision and direction to communications platform network and systems.
- Explores and develops innovative learning opportunities for administrators, teachers and students.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; project-management; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; current generation and emerging programming languages; networking technologies and operating systems.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific Ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; Utilization of significant resources from other work units is routinely required to perform the job functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: A.A. degree in job-related area.

Equivalency: Targeted job related education with study in job-related area.

Continuing Educ. / Training

As needed

Certificates and Licenses

Valid Driver's License

Clearances

Criminal Justice/Fingerprint Clearance, TB Clearance

Salary Grade

Certificated or Classified Management