

SUPERVISOR OF INSTRUCTION AND TECHNOLOGY

PRIMARY RESPONSIBILITIES

Under the supervision of the Assistant Superintendent of Educational Services assists principals and staff in all phases of school reform with a focus on use of technology; in the implementation of effective instructional practices; and in the coordination of professional development for the improvement of instructional strategies.

DIRECTLY RESPONSIBLE TO:

- Observes teaching staff to provide technical assistance to the instructional staff concerning the teaching/learning process.
- Evaluates the job performance of classroom teachers and other assigned personnel.
- Engages in an on-going evaluation of the effectiveness of the instructional program and advises the Superintendent as to evaluation results.
- Works with faculty to promote use of appropriate instructional strategies.
- Research, evaluates and prepares recommendations on instructional methods for school district.
- Plans and conducts teacher training dealing with classroom instructional practices, effective integration of technology, and new classroom procedures.
- Promotes, supports, and advocates for the innovative use of technology including but not limited to flipped instruction, blended instruction, on-line instruction, interactive whiteboards, personal computing devices (cellphones, tablets, etc.)
- Develops administrative regulations and procedures for the operation and use of personal computing devices
- Coordinates the development, implementation, monitoring and evaluation of the district technology plan.
- Oversees the technology department and supervises the computer network engineer.
- Facilitates the acquisition and inventorying of instructional technology and related supplies and equipment.
- Provides leadership in district and site level college and career readiness initiatives.
- Coordinates, supervises and monitors appropriate committees in planning, development, and revision of instructional strategies.
- Leads resource teachers and staff in instructional strategy development, development and evaluation of assessment/standards, and the use of technology in the classroom.
- Keeps abreast of developments in curriculum, instruction, and the educational use of technology.
- Plans, organizes and evaluates staff development programs in conjunction with the principals.
- Works with principals to determine best use of the minimum day/collaborative time and staff development days.

- Prepares grant applications for improvement of instructional programs when necessary.
- Attends district level leadership meetings, management meetings, and Board of Trustees meetings to advise and make recommendations on matters relative to assigned areas of responsibility.
- Establishes and maintains effective communications and working relationships with federal, state, county, and local school district officials relative to assigned areas of responsibility.
- Makes teacher referrals to teacher support providers and/or instructional coaches.
- Coordinates the Induction program with ICOE supervising cooperating teachers and all district induction activities
- Coordinates the placement of all student teachers with the sponsoring universities at their assigned site
- Supervises Instructional Coaches
- Serves as summer intervention principal, when offered
- Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

MINIMUM QUALIFICATIONS:

1. Credential: Valid Administrative Services credential.
2. Experience: At least three (3) years of successful teaching experience in a secondary school required, and three (3) years experience as an administrator at the elementary or secondary level preferred.
Experience in public relations with parents, staff, and other community leaders and agencies.
3. Education: Master's Degree
4. Knowledge: Secondary school instructional practices

DESIRABLE QUALIFICATIONS:

1. Knowledge: Knowledge of categorical and other special funding programs and/or sources.

Literate and proficient in the educational application of multiple forms of technology
2. Bilingual Abilities: Ability to speak and write English/Spanish fluently.