



## **Director of Instructional Technology**

### **DEFINITION:**

Under the supervision of the Assistant Superintendent of Educational Services and working collaboratively with the Assistant Superintendent of Administrative Services, provides leadership for developing and using the capacity available in the District's technology infrastructure to implement the vision of the District's Technology Plan; develops internal support systems designed to increase the capacity of teachers to effectively use technology to support instruction and the curriculum; develops curriculum that effectively integrates the use of technology by students and teachers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide vision and leadership for instructional technology planning, development and implementation;
- Design strategic short and long term instructional computing and infrastructure planning projects for the infusion of technology into the classroom;
- Provide leadership for and coordinate technical support efforts;
- Develop and administer the departmental budget; forecast needs and requirements;
- Direct the continuous improvement of the instructional technology program, department, staff, equipment, and procedures;
- Work with management to evaluate the use and effectiveness of instructional technology throughout the District, and to plan for systematic change and growth in the use of instructional technology;
- Provides assistance to teachers on implementation of technology in the classroom;
- Build the capacity of individual staff members to effectively use and integrate computer technology;
- Design and implement support systems and learning networks for the benefit of the teaching staff for the purpose of providing capacity and increasing usage;
- Identify requirements and design implementation plans for student computing and infrastructure needs and provide coordination between technical support services and curriculum and instructional technology initiatives;

- Develop, promote, and coordinate curriculum designed specifically to integrate the use of Internet information resources and Internet projects into existing curriculum;
- Incorporate most recent-instructional technology developments into district planning and implementation;
- Assist schools and departments in the preparation of grant proposals for educational technology;
- Plan, develop and coordinate appropriate staff development in the use of instructional software and related technologies to increase the effective use of computer technology by teachers and their students;
- Collect evidence on pre-determined content standards relative to teacher and student use of instructional technology;
- Supervise instructional technology specialists in the implementation of strategic technology plans;
- Participate in staffing, selection, and evaluation process of all assigned personnel;
- Function as primary liaison with other districts, schools, vendors, consultants, and local and state agencies in areas of technology;
- Develop policies and procedures for the use of computers and technology for instructional purposes;
- Review appropriate legislation to assure District compliance with laws and procedures related to instructional technology and make recommendations and changes that may result in more effective use and efficient operations;
- develop and coordinate a systematic approach to the selection and implementation of instructional software and related technology to meet the district's instructional needs;
- Monitor and maintain software licensing, documents and records;
- Manage the purchase and distribution of all instructional applications;
- Develop evaluation strategies for the use of instructional technology;
- Establish and maintain working relationships with educational technology hardware and software vendors/publishers;
- Manage the operation of educational technology servers to distribute applications, curriculum, and utilities to school sites;
- Evaluate, negotiate, and aid in the writing of bid specifications for the development and/or purchase of administrative and instructional hardware/software solutions;
- Review, evaluate and recommend purchases of new programs, hardware, telecommunications, audio-visual, multi-media equipment, and other technologies to support curriculum and instruction;
- Provide project leadership in determining administrative and educational technology needs within the District and evaluate potential products and services to continually upgrade instructional technology in the District;
- Provide minor troubleshooting service for hardware, software, and network issues.

## **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- EUSD District Operations;
- EUSD sites;
- EUSD Technology Plan;
- EUSD Network;
- Project management, including the development of budgets, timelines, and allocation of staff;
- Principles of public relations and communication;
- Principles of instruction, assessment, instructional technology initiatives, and business decision-making;
- Management skills to perform planning, directing, reporting, and administrative responsibilities;
- Current direction of the instructional technology industry (evolving technologies, strategies, and services);
- Computer software systems;
- Regulations and procedures related to assigned areas of responsibility.

Ability to:

- Lead and manage internal staff and external consultant and contract staff in a team environment; Negotiate with external vendors, contract staff, and other District departments;
- Present workshops, trainings, and computer installations;
- Make, support, and explain recommendations;
- Provide leadership and prioritize projects;
- Incorporate new technology into future systems of the District;
- Identify and present to District management the best long-term direction for the integration of instructional technology;
- Translate the strategic technology plan into specific annual operating objectives with proposed budgets that detail cost projections;
- Train and evaluate the performance of assigned staff;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Work independently with little direction;
- Maintain strong interpersonal skills using tact, patience and courtesy;
- Prepare comprehensive narrative and statistical reports.

## **Education, Licenses and Other Requirements:**

- Bachelors Degree
- Masters Degree preferred
- Possession of valid California Teaching Credential
- Possession of Administrative Credential

- Valid California driver's license

**Experience:**

- 3-5 years successful teaching experience
- 3-5 years successful school site principal experience preferred
- Instructional technology experience that demonstrates knowledge and ability skills outlined above

**Personal qualities:**

- Self-motivated, self-directed learner, collaborative team player, constructive thinker and problem solver
- Possess professional appearance, grooming, and personality
- Better than average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic and technical abilities of the employee

**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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; 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 close vision, distance vision, color vision, peripheral vision, and depth perception.

**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 disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.