

**Title: Supervisor, Instructional Technology (FLSA Exempt)**

**Performance Responsibilities Design and Evaluation - Supervises the design and evaluation of the instructional technology program.**

- Initiates planning and evaluation procedures designed to upgrade all aspects of the instructional technology program.
- Directs the development of comprehensive goals and objectives designed to guide the instructional technology program and other areas of responsibility.
- Develops personal goals and objectives to insure effective leadership.
- Conducts evaluations of the instructional technology program and makes recommendations for program improvement.
- Makes annual projections of the instructional technology program needs, including professional and nonprofessional personnel requirements, programs, and facilities.
- Assists in the development of instructional objectives which help teachers to meet the goals of the School System.
- Supervises the instructional technology training program.

**Any and all duties as assigned by the Assistant Superintendent of Curriculum and Instruction**

**Leadership - Provides leadership in directing the work of personnel in the instructional technology program.**

- Assumes responsibility for assistance in selection, assignment, evaluation, and development of the instructional technology program personnel.
- Recommends assistance and/or dismissal procedures for unsatisfactory personnel.
- Provides leadership in planning, managing, and evaluating staff development and in-service programs.
- Assists in directing, disseminating, interpreting, and administering personnel policies.
- Assists teachers in locating and selecting appropriate instructional technology teaching materials.
- Observes and evaluates classroom instructional practices related to the integration of instructional technology into the curriculum.
- Advises subordinates on all matters related to instruction and curriculum as related to the use of instructional technology.

**Management - Initiates activities necessary to maintain an effective instructional technology program.**

- Administers, supervises, or delegates responsibilities related to the instructional technology program.
- Supervises the maintenance of records, files, and documents related to areas of responsibility.
- Provides budget information related to the instructional technology program.
- Coordinates the training offerings of the instructional technology program in order to insure instructional effectiveness.
- Supervises the operation of the Instructional Technology Center.
- Keeps informed of and assists in acquiring state and federal funding through grant writing activities.
- Serves as liaison with state and federal agencies, local educational institutions, and with hardware and software vendors.

**Student Services - Supervises procedures which promote the success and well-being of students.**

- Works to insure the integration of instructional technology into the classroom curriculum in order to meet the present and future needs of students.
- Oversees classroom procedures to maximize student success.
- Works with teachers to help them overcome problems related to student success.
- Reviews long-range data on the effectiveness of the instructional technology program in order to make improvements in instruction.

**School/Community Relations - Initiates procedures which insure effective school/community relations.**

- Works to achieve maximum understanding and support of public education.
- Communicates instructional technology program goals, objectives, policies, procedures, and problems to staff, parents, community, and media.
- Cooperates with principals, supervisors, and directors to provide a comprehensive instructional technology program.
- Provides an open-door policy which allows for suggestions and disagreements.
- Designs and conducts effective meetings which project the professionalism of self and other educators.
- Works with parents, students, principals, and other personnel in order to solve problems.
- Supervises the monitoring of all school web sites for quality and appropriate content.

**Professional Development - Plans for professional self-development.**

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

**Minimum Qualifications:** United States citizen or authorized alien; requirements for Parish or City Supervisor of Instruction as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks, and duties.

**Terms of Employment:** Twelve (12) months a year

**Reports to:** Assistant Superintendent of Curriculum and Instruction

**Supervises:** All instructional technology program personnel

**Signature of Evaluatee:** \_\_\_\_\_

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

**Printed Name of Evaluatee:** \_\_\_\_\_

**Evaluatee's Employee Identification Number:** \_\_\_\_\_

(MUNIS ID #)

**Date:** \_\_\_\_\_

**Signature of Evaluator:** \_\_\_\_\_

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.