

**COMPTON UNIFIED SCHOOL DISTRICT**  
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

**POSITION DESCRIPTION**

Title:	Senior Director Instructional Technology	Reports To:	Assistant Superintendent Educational Services
Department:	Educational Services	Classification:	Management
FLSA:	Exempt	Work Year	12 Months / 223 Work Days
		Salary:	Schedule P, Range 13

**I. DESCRIPTION OF POSITION**

Under the supervision of the Assistant Superintendent Educational Services, the Senior Director of Instructional Technology is responsible for planning, coordinating, and implementing the district Instructional Technology Plan; including integrating technology across curriculum in support of standards in all curricular areas, enhancing teaching practices and 21<sup>st</sup> Century skills, providing recommendation regarding software application purchases and technical support, providing training around blended learning and other technology-based education strategies that support student outcomes, implementing distance learning systems, providing oversight for media libraries, coordinating professional development activities.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Coordinate ongoing development, revisions and implementation of the Instructional Technology Plan.
- B. Serve as chair to the district technology committee comprised of district office staff, school-based administrators, teachers and parents.
- C. Review purchases to ensure adherence with the established district equipment and software standards. Provide consultation to the schools on the evaluation and selection of technology equipment, software and related material.
- D. Monitor the allocation of educational technology funds for the purpose of ensuring appropriate resources and technology are available and are effectively utilized in support of District educational technology plan requirements and/or recommending future proposals relating to technological advances.
- E. Assists in the development of long and short range plans in relation to hardware and software technology, telecommunications, specialized networking activities, etc. (e.g., policies, procedures, staffing, budgets, materials, equipment, space requirements, etc.) for the purpose of maintaining leadership in the field and/or ensuring organizational objectives are achieved in the most efficient and timely manner.
- F. Initiates and maintains liaison with business sources and school support groups (LACOE, other districts, city entities, etc.) for the purpose of soliciting and obtaining funding, hardware, software, expertise and community support to enhance the acquisition and use of technology.
- G. Assists with district wide licensing and copyright issues for the purpose of ensuring compliance with requirements.
- H. Plans and develops division goals and objectives for the purpose of ensuring that the technology related mission and goals are realized and/or evaluating program effectiveness.
- I. Presents information on a variety of topics related to administrative responsibilities (e.g.: overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, implementing actions, enhancing public relations, etc.
- J. Researches information required to manage assignments including reviewing relevant policies, current/ best practices, staffing requirements, financial resources, etc. (e.g., trends in educational technology, media, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests as they relate to educational technology.
- K. Collaborates with teachers and other instructional staff to develop curriculum materials, lesson plans, models the integrations of technology in all curriculum area.

- L. Coordinate instructional technology related professional development, train and develop trainers within existing district staff, design and deliver advanced workshops, locate appropriate and cost-effective training resources outside the school system as needed.
- M. Updates and maintains district Acceptable Use Policy for students and staff, coordinates lessons to meet the needs of students in cyber safety and copyright matters and coordinate district level software license acquisitions.
- N. Assist the District's Purchasing Department in developing RFPs and bid specifications for educational technology software, presentation equipment, professional services and related materials.
- O. Assist in developing instructional strategies and methodologies utilizing instructional technology across all grades and content areas.
- P. Research and investigate emerging technologies and assess the potential for cost-effective use by students, school level staff and teachers.
- Q. Lead the resolution of school-based technology issues via direct support, or working in partnership with District/ITD personnel, outside contractors and/or other involved partners.
- R. Scope, cost and manage the implementation and sustainability of the technology components of instructional technology projects, including mobile device integration, online teacher collaboration, digital assessments, and professional development technologies.
- S. Provide direct coaching and professional development support to teachers and administrators on various instructional technology topics on an as needed basis (through the use of webinars, virtual learning, and video capture).
- T. Collaborate with the Director of Information Technology and the Facilities Department in designing school facilities for the effective use of current and future technologies.
- U. Supervise, manage and evaluate employees assigned to the Instructional Technology department.
- V. Evaluates educational technology programs for the purpose of providing recommendations for the integration of educational technology into the curriculum.
- W. Prepare reports, board agenda items and make presentations as needed.
- X. Perform other duties as assigned.

### **III. EDUCATION AND EXPERIENCE**

- A. Possession of a valid California clear multiple or single subject teaching credential
- B. Possession of a valid California Administrative Credential
- C. Master's Degree from an accredited institution of higher learning, preferably in administration, Computer Science or Technology Information System or a closely related field
- D. Three or more years of successful teaching experience
- E. Three or more years of successful experience in an administrative/supervisory position, preferably including experience as a site principal
- F. Valid California Driver's License
- G. Smart board or Promethean Board certified trainer
- H. Experience in local area network management

### **IV. KNOWLEDGE, SKILLS AND ABILITIES**

#### ***Knowledge of :***

- A. Organizational development principles and practices.
- B. Long-range technology plan, development methodology and development standards
- C. Federal, state and local policies and procedures regarding instructional technology
- D. Appropriate uses of technology for instruction and the requirements of the student computer skill curriculum.
- E. Effective design and presentation strategies for staff development (Common Core State Standards)
- F. Experience using technology to improve teaching and learning
- G. Excellent communication and interpersonal skills
- H. Excellent knowledge hardware and software installation and maintenance

- I. Excellent knowledge of computer applications (multi-platform preferred)
- J. Knowledge of instruction, curriculum expectations and national standards
- K. Principles, trends, goals and development in the technology field and public education
- L. Awareness of current educational software in meeting various educational needs and how they are rated
- M. Educational research methodology, including research design, program evaluation and data analysis
- N. Techniques and strategies for managing a large, diverse organization and budget preparation and control.
- O. Interpersonal skills, conflict resolution strategies, procedures and team building methods and techniques.
- P. Philosophical, educational, fiscal and legal aspects affecting human resources management.
- Q. Principles and practices of administration, supervision, and training.
- R. Current applicable laws, codes, regulations, policies, and procedures.

***Ability to:***

- A. Ability to use and evaluate electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications
- B. Plan, organize, develop and implement budget planning and expenditure control processes and procedures.
- C. Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- D. Ability to relate with people in a positive manner and work as part of a team
- E. Excellent problem solving skills and desire for life-long learning
- F. Evaluate and analyze complex problems, issues and concerns, predict future problems, recommend appropriate alternative solutions and make effective and timely decisions.
- G. Effective organizational skills and the ability to motivate people.
- H. Establish and maintain cooperative organizational, public and educational community relationships.
- I. Interpret, apply and explain rules, regulations, policies and procedures.
- J. Prepare comprehensive narrative and statistical reports.
- K. Supervise and evaluate the performance of assigned staff.
- L. Demonstrate effective communication skills both orally and in writing.
- M. Use computer applications including word-processing, presentation, and data base software programs.
- N. Work collaboratively with other departments

**V. WORKING CONDITIONS**

***Environment:***

District offices and school sites

***Physical abilities:***

Hearing and speaking to exchange information and make presentations

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, gender, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.