

DIRECTOR, DIGITAL LEARNING

Basic function

Under the direction of the Associate Superintendent, Curriculum and Instruction, provide support to districts and schools with designing, implementing and evaluating the effectiveness of digital learning, instructional technologies, and computer science. With deep knowledge of instructional methods, content standards and curriculum frameworks, the Director supports teaching and learning throughout the division, organization, and county.

Supervision

Directly responsible to the Associate Superintendent, Curriculum and Instruction.

Representative duties

- Plan, organize, and coordinate professional learning for educators related to digital learning and technology integration.
- Facilitate related communities of practice, workshops, and customized services for schools and districts; coach educators on the use and application of technology in the classroom and in support of individual student learning. Lead the county digital safety network for Ed Tech and IT leaders. Coordinate speakers.
- Implement ISTE standards for educational leaders by modeling and collaborating with site and district leaders in the areas of equity and citizenship advocacy, visionary planning, and systems design.
- Supervise certificated and classified staff.
- Develop curriculum and resources in digital learning, educational technology implementation of educational technology and digital learning plans.
- Provide guidance and support to schools and districts countywide in the implementation of educational technology, including support and digital platforms, virtual environments, and inclusive learning spaces.
- Provide re-training and transformational mindsets to expand the role of media technicians to support the implementation of ISTE standards and digital citizenry.
- Facilitate conversations around digital learning, educational technology and change management; evaluate current and potential digital tools and systems; support and collaborate with regional partners on the implementation of emerging initiatives.
- Adhere to and promote compliance with federal and state laws regarding management of personal data, digital identity, and student data privacy within the instructional program.
- Collaborate with IT Services to provide e-Safety training for the organization and for districts.
- Collaborate with department managers to support educational technology use and integration.
- Provide regional and statewide leadership in digital learning, computer science, and equitable technology integration.
- Provide local, regional, and statewide leadership in the implementation of computer science standards with the Director, Equitable Learning Systems.
- Develop relationships with districts and assist in the identification of funding opportunities.

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- Advocate for and support access to internet connectivity and infrastructure to support access at home and in schools.
- Oversee the curation and maintenance of digital instructional media, applications, and state databases within the SBCEO portal and through other curated collections.
- Model and promote a positive technology culture focused on continuously improving access, equity, and student outcomes; collaborate with the Director, Equitable Learning Systems to analyze the impact of programming.
- Develop and maintain contracts as required; collect program data and prepare reports on portal and instructional media usage for continual adaptive improvements to curation and offerings.
- In collaboration with all SBCEO departments, oversee the maintenance and selection of presentation and accessibility equipment for presentations, gatherings, events, and virtual meetings.
- Work with team members to support student events; consistently evaluate events for equity, inclusion, and quality.
- Perform other related duties as assigned.

Qualifications

Knowledge of:

California state standards, frameworks, and planning documents.

TK-12 curriculum and public school environments.

Pedagogical expertise related to supporting language development, inclusive practices, and specific content.

Training methods, instructional techniques, adult learning, and group facilitation and dynamics; program planning.

Navigating assigned software and management systems.

Research and evaluation methods.

Designing, collecting, and assembling data for analysis.

Technical aspects of field of specialty.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Ability to:

Research, develop, coordinate, implement and assess professional development in accordance with State mandates and district/school/curriculum needs for curriculum reform and school development planning.

Provide technical, specialized, consultative, advisory, and planning services in areas related to digital learning, computer science, and instructional technologies.

Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools.

Critically examine and evaluate the impact of educational technologies, policies and practices in terms of equity and effectiveness.

Serve as a resource to program directors throughout the curriculum and instruction division.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate modern office equipment including a computer and applicable software.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

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Work independently with little direction.
Lead teams of certificated and classified staff.
Plan and organize work.
Maintain records and files.
Prepare comprehensive narrative and statistical reports.

Education and Experience

Possession of a valid California teaching credential and a minimum of five (5) years successful teaching and/or instructional experience. Possession of a valid California Preliminary or Clear Administrative Services credential. At least three years administrative or instructional leadership experience in digital learning, curriculum and instruction, student services, or as a site principal. Masters degree or equivalent experience.

Licenses and Certificates

Valid California Preliminary or Clear Administrative Services credential
Valid California teaching credential
Valid California driver's license