

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR-INSTRUCTIONAL PROGRAM ANALYSIS**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Instruction and Human Resources, plan, organize, control and direct the coordination, development and use of instructional technology to enhance the effectiveness of education programs and services; collaborate with teachers, site leadership and District departments to utilize student data to improve instructional programs, reporting or processes; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct the coordination, development and use of instructional technology by teachers, administrators, support staff and students to enhance the effectiveness of education programs and services.

Provide new and on-going application work and training in support of student learning; provide staff development for sites, departments or individuals as needed on data systems, applications and information systems; meet with principals, coaches or other site staff to discuss site needs.

Prepare, compile and present student data including assessments, student information, achievement data, attendance, graduates, college and career data, link learning, inventories of technology, information technology productivity data and other data as directed; compile data and create reports from spreadsheets or specific systems reporting pages.

Organize and coordinate the preparation and operating procedures for data to be uploaded to various system; prepare and develop new data layouts and mapping; upload data to the applicable District's data system; conduct student information uploads to third-party curriculum applications and other systems as directed.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Direct the ordering process for new educational technology including reviewing site proposals, discussing proposals, verifying orders and signing requisitions; participate in tracking orders.

Provide technical support in other educational technology and instructional program areas including State testing; Model Classroom, library, and professional development activities; collaborate with others in areas related to needs for training, surveys, evaluation of data, and preparation of reports.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; maintain technology proposals, inventory records,

purchases and other records and reports as assigned.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Monitor, analyze and review budgetary and financial data for the department; control and authorize expenditures in accordance with established limitations.

Operate a computer, laptop and assigned software programs; operate various technology devices including tablets, smart phones, projectors and other wireless connectivity devices for presentations; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of site, Cabinet, Board and other meetings as assigned; serve on or lead assigned committees or subcommittees as directed; attend or conduct training sessions and conferences related to educational technology.

Maintain current knowledge of technological advances in the field; research new applications and make recommendations as appropriate.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the Educational Technology department.

Current and emerging technology applicable to information services and educational technology.

Methods, procedures, materials and techniques used in the installation and maintenance of computers and computer systems.

E-Rate and other State and federal technology requirements.

Policies, regulations and guidelines relating to purchase and use of software and web-based services.

State-of-the-art research regarding technologies and practices that increase student achievement.

Budget monitoring and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, control and direct the coordination, development and use of instructional technology. Collaborate with teachers, site leadership and District departments to utilize student data to improve instructional programs, reporting or processes.

Understand technology standards for students and teachers and their relation to curriculum and college/career readiness.

Assist school sites and departments with research, purchase, and implementation of new technologies.

Direct and oversee the administration of the student information systems and data analysis systems.

Supervise and evaluate the performance of assigned staff.  
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 a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in education, information technology or related field and three years increasingly responsible experience in instructional technology systems and data analysis.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential, Teaching Credential or other appropriate credential.  
Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**  
Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017