Adams12 Five Star Schools

Job Title:	**Director, Instructional Technology**	Job Code:	**040511**
Job Family:	**Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**L18**
Typical Work Year:	**12 months**		

SUMMARY: Provides leadership, direction, and coordination of instructional technology, library services, computer science, and blended learning initiatives aligned to the district's vision. Lead districtwide development of all related professional learning. Facilitate technology innovations project planning, including budgeting and reporting. Work closely with Information Technology department management on regulatory, hardware, software, and internet issues. Oversee school library programming; including recruitment and hiring Digital Learning Partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Direct the delivery of library services including: library automation and acquisition of library resources print and digital resources, Focused on equity and student achievement, provide leadership and research-based guidance in the development, implementation, and coordination of the District's vision for instructional technology, including the development of a long-term strategic plan that promotes Adams 12 graduate outcomes and prioritizes funding. Develop, implement and coordinate instructional technology project plans to ensure effective implementation and maximize district resources.	D	30%
2. Research and maintain a high level of knowledge related to best practices of educational technology utilization to support student achievement, and make recommendations to ensure the District's advancement in support of utilizing technology to transform learning and support all student needs.	D	15%
3. Work closely with Information Technology management on regulatory, hardware, software, and internet issues.	D	15%
4. Strategic district-wide leadership in the procurement, implementation and professional learning connected to instructional technology tools and resources that support teaching and learning. Collaborate with the Professional Learning department, content area leaders, and school and district leaders to provide instructional technology and digital literacy professional learning opportunities	W	10%
5. Act as the department liaison at the school, district and state level for instructional technology and library related issues.	W	10%
6. Supervise, coach, mentor, and support ITLS coordinators in supporting schools with integrating information literacy, technology literacy, and digital citizenship skills (digital literacy skills) in support of the Adams 12 vision for teaching and learning. Evaluate staff performance in accordance with district policy.	W	10%
7. In collaboration with ITLS coordinators and school leaders, oversee the hiring and professional learning of school-based Digital Literacy Partners, who support equitable access to high quality materials, build teacher capacity in digital literacy, and lead educational innovation in support of school goals. Collaborate with school administrators to address digital literacy or teacher librarian personnel performance concerns.	M	3%
8. Develop, monitor and oversee the department budget (includes technology, library, initiatives and grants).	M	2%
9. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:
- Master's degree in Instructional Technology or a related field is required.
- Minimum of three (3) years of experience in Instructional Technology and/or Library Services.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.
- Principal's license required.
- Professional Teacher license preferred
- Valid Colorado Driver's license required at the time of hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Strong written and verbal communication skills with internal and external audiences
- Frequently travel between district locations
- Demonstrates positive collaborative leadership and participates in collegial problem solving in a variety of situations with departments and school, emphasizing teamwork and beneficial impacts on student learning
- Experience in leadership, change and systems development
- Skill in facilitation, problem solving, and conflict management
- Experience writing and managing a variety of federal, state, and private grants
- Strong planning, organization, coaching, management, supervision and evaluation skills
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy and cyber security with respect to student and staff data, and related information systems
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Operating knowledge of and experience with personal computers and mobile devices
- Operating knowledge of and experience with internet-based tools and applications
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Curriculum and Instruction	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			
	Computer Science and Online Learning Coordinator	1	4199
	Instructional Technology Coordinator	1	070627
	Library Services Coordinator	1	2225LS

BUDGET AND/OR RESOURCE RESPONSIBILITY:
- Develop, administer, and monitor the budget for Instructional Technology and Library Services (ITLS)
- Supervise and coordinate federal, state, and private grants

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers, to handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	