

## **DIRECTOR OF EDUCATION TECHNOLOGY**

### **DEFINITION:**

Under the direction of the Assistant Superintendent of Educational Services, the Director of Educational Technology is responsible for planning, coordinating, and directing activities related to the operation, implementation and support of the District's student information system, data systems and curriculum development, instruction, staff development, assessment, and instructional software that promotes the effective use of instructional technology.

### **QUALIFICATIONS:**

**Experience:** Minimum of five (5) years of credentialed experience. Preference will be given to individuals with successful experience in leadership roles.

**Education:** Master's degree in Education Technology or Education Administration desired; possession of a California Administrative Services Credential.

**Other:** California Driver License.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Direct and coordinate all matters related to the operation, maintenance and function of the District's student information system (SIS), other district data systems and instructional technology.
- Manage all support, development and training related to the District's SIS, other data systems and instructional technology.
- Coordinate with district and site leadership to align the student information system and other data systems infrastructure, utilization, and design to support district strategy and needs.
- Coordinate data analysis and reporting.
- Manage the timely and accurate preparation and transmission of data files for state and federally mandated reports direct and manage the dissemination of student information to outside agencies (CALPADS, CBEDS, other).
- Coordinate with the Director of Information Technology Services on the implementation of the District Technology Plan and the support of necessary infrastructure, programs, and services.
- Provide leadership and support on the implementation of district curriculum, instructional design, instructional delivery systems, and the strategies as it relates to technology integration with teaching and learning.
- Research, promote and support implementation of emerging technologies that support innovation.
- Coordinate with district and site leadership to develop, implement, and evaluate professional development to build instructional capacity, professional growth, and administrative skills for certificated and classified staff.
- Facilitate the implementations of new software and services.
- Coordinate the Curricular Advisory Committee.
- Coordinate with the LCAP team to contribute to the annual update and goal setting process.
- Review Board Policies/Administrative regulations related to instruction and provide recommendations for changes in Board Policies and procedures related to education technology, data systems and student data.
- Evaluate certificated and classified personnel and assume responsibility for the Education Technology and Student Information Systems budgets.

### **KNOWLEDGE:**

- Education Code, District Policies, District Goals, District procedures, and state and federal regulations related to education technology and student data systems.
- Communication styles to address and meet the needs of various school and community partners.
- Research based implementation of systems oversight and policies, and integration of technological applications.
- Effective management of department operations, technology applications, and budget development.

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- Student Information Systems and other data systems.
- Student Data Privacy.

**ABILITIES AND SKILLS:**

- Effective staff and public relations skills.
- Verbal and written communication skills.
- Planning and organizational techniques
- Collection, analysis, and use of data for decision making.
- Large group and meeting facilitation skills.
- Work with changing priorities, regulations, and deadlines.
- Analyze situations accurately and recommend necessary actions.
- Implement District-wide programs and systems.
- Team oriented.
- Demonstrate skills collaborating with teachers and administrators.

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.