

MANAGEMENT JOB DESCRIPTION

**EXECUTIVE DIRECTOR OF TECHNOLOGY AND
INSTRUCTION SERVICES AND SUPPORT**

JOB SUMMARY:

Under the administrative direction of the Superintendent, provides innovative leadership for the improvement of technological applications to enhance learning for all District students. Serves as liaison to schools, providing support and brokering services. Heads the Information Technology Department and supports enhancing business applications to promote greater organizational efficiencies. Provides direct support to target schools. Serves as Cabinet member and Superintendent designee.

ESSENTIAL JOB FUNCTIONS:

- Provides professional development to principals, teachers, and support staff.
- Utilizes a solid knowledge of Medi-Cal Administrative Activities and other revenue streams funding sources to assist schools in managing such programs and prepares all appropriate reports.
- Assists the schools in the preparation and revision of the Single Plan for Student Achievement and Local Education Area Plan.
- Provides enhanced technology services to schools that advance instructional programs.
- Supports District charter schools.
- Supports and coordinates schools and site technicians in the development and utilization of technology applications.
- Supports principals in planning the infrastructure required to promote 21st century instructional practices.
- Coordinates the development of the District's Educational Technology Plan.
- Provides innovative social networking opportunities to enhance communications.
- Facilitates E-rate process.
- Coordinates the District's customer satisfaction process.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Applicable Credentials**
Standard Elementary, Multiple Subject, CLAD, Specialist credentials (e.g., Ryan), Tier I Administrative Credential.
- **Training and Experience**
Advanced degree in appropriate field (M.S. or Ed.D.). Five years of progressively responsible experience in education administration including serving as site principal. Experience in managing state programs and/or grants preferred. Evidence of highly successful teaching experience.