MT. DIABLO UNIFIED SCHOOL DISTRICT

Director of Innovation and Technology

Primary Function

The Director is a creative and dynamic leader charged with developing and implementing a strategic vision in all areas of technology for the district. They will facilitate the integration of digital tools and best practices into curriculum and administrative systems. Both a big picture thinker and a hands-on implementer, the Director engages with administrators, educators and support personnel, parents and students to extend responsible and creative use of technology. Provides leadership to district and site staff in developing/maintaining a vision for student learning as it relates to technology and 21st Century Learning. The organization, delivery, and communication of professional development related to technology implementation for all educators is a focus area.

Directly Responsible to

Superintendent

Major Responsibilities

1. Provides support to principals, administrators, and teachers in assessing needs and developing a plan to utilize technology to its maximum potential in a classroom/school.

2. Develop and implement a strategic vision for the district in both the academic and infrastructural systems.

3. Attends special technology in-service meetings and professional conferences to keep abreast of new developments and instructional improvements.

4. Facilitates professional development for educators that is a blended model, is a relevant delivery model such as an Edcamp or seminar style, and provides for choice from the end-users.

5. Assists school staff teams in planning and implementing curricular innovations utilizing technology and develops the appropriate training for the implementation.

6. Assists in in the development and implementation of the District Technology Plan.

7. Supports the Technology Integration Leaders (TILS) at each school.

8. Establishes and maintains rapport, communications, and cooperative working relationships with district administration, schools, teaching and non-teaching personnel, and other individuals or groups involved with curriculum and instruction.

9. Provide current and cutting-edge to support decision-making on academic and administrative technology matters.

10. Communicates the use of education technology in the instructional program to parent/community groups.

11. Develop and deliver professional development related to Digital Citizenship and ensure all stakeholder groups receive training and information on Digital Citizenship.

12. Attends job-related meetings and activities specified by the Superintendent.

13. Performs additional duties as assigned by the Superintendent.

14. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Knowledge of the principles of adult learning and staff development with an emphasis on educational technology and 21st Century Learning and skills.

2. Ability to work effectively with all segments of the educational community and general public including all stakeholder groups.

3. Ability to initiate and coordinate programs and projects related to educational technology and 21st Century Learning and skills.

4. Knowledge of personal computers, computer hardware and software, current educational technology applications and resources.

5. Knowledge of computer networking and Internet/Website site construction.

6. Ability to exercise good judgment and tact.

7. Knowledge of basic elements of first best instruction in the classroom setting.

8. Ability to speak, write and communicate effectively with all stakeholders in the community and through various mediums including technology and social media.

9. Skill in logical thinking and the ability to explain difficult materials in a clear manner.

10. Knowledge of budget development, maintenance, and evaluation.

11. Ability to design and implement procedures, protocols, and professional development.

12. Knowledge of district operations and procedures.

Education, Training and Experience

1. Successful experience as a classroom teacher.

2. Experience and knowledge using various forms of current technology.

3. Progressive experience in roles of responsibility in providing leadership in a school or district setting.

4. Post graduate work in school administration, curriculum and instruction, or a related field.

5. Possession of an appropriate school administrative credential.

6. Experience as a technology leader at the site or district level.

7. Experience in directing/supervising the work of others.

8. Experience in staff training and development.

DMA Range 32 – 248 Days

Adopted by the Board of Education: May 9, 2016