

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

DIRECTOR OF EDUCATIONAL TECHNOLOGY

PRIMARY FUNCTION: Plan, coordinate, and supervise the operations and personnel of the District's Educational Technology Program that supports Equity, Multi-tiered System of Supports including Academic Achievement, Professional Development, Behavioral Support and Social Emotional Learning; implements the district's Educational Technology plan; provides district-wide leadership and expertise for integrating technology into instruction; provides expertise in planning and developing integration of technology strategies to enhance student learning and achievement; provides expertise and recommendations regarding potential software application and instructional hardware purchases; monitors the effectiveness and implementation of technology instruction and data-driven teaching and learning; and develops and provides technology professional development.

RESPONSIBLE TO: Assistant/Associate Superintendent of Educational Services

MAJOR DUTIES AND RESPONSIBILITIES:

Coordinate the development and implementation of a comprehensive District Educational Technology plan for the use of instructional/educational technology.

Direct and coordinate subcommittee(s) involved in developing, monitoring, and implementing the district's educational technology plan.

Monitor the allocation of educational technology funds for the purpose of ensuring appropriate resources and technology are available and are effectively utilized in support of District educational technology plan requirements and/or recommending future proposals relating to technological advances.

Design, plan, carry out, and support ongoing professional development and implementation of technology use in teaching, learning, and District curriculum for the purpose of improving instructional practice, and student learning in all subject areas.

Design, implement, and support systems and processes to grow educational technology training and professional development skills amongst the District teacher corps for the purpose of increasing and maintaining pedagogical skill and innovation across the District.

Actively pursues and maintains a high level of awareness and understanding of the current state of and best practices in educational technology through reading, research, networking with leading practitioners in the field, and attending and/or presenting at related conferences and workshops.

Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. (*e.g. trends in educational technology, media, etc.*) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests as they relate to educational technology.

Collaborates with key stakeholders including District personnel, neighboring, state, and national exemplar districts, community organizations, local businesses, vendor partners, recognized current experts in the field, public agencies, and committees, for the purpose of coordinating educational technology programs.

Provide leadership in developing district goals for instructional use of current and emerging technologies.

Provide direction, leadership, and advice to staff, administrators, and others involved in the design, development, and evaluation of both currently used and emerging educational technology programs, software, services, and hardware; provide direction and processes to staff, administrators, and others for the investigation, acquisition, and evaluation of new educational technology programs, software, services, and hardware with regards to pedagogical innovations, specific District goals, and/or Common Core State Standards.

MAJOR DUTIES AND RESPONSIBILITIES: (continued)

Assist in the development of long and short range plans in relation to hardware and software technology, telecommunications, specialized networking activities, etc. (e.g. policies, procedures, staffing, budgets, materials, equipment, space requirements, etc.) for the purpose of pedagogical innovation, maintaining leadership in the field and/or ensuring District objectives are achieved in the most efficient and timely manner.

In conjunction with the Director of Technology Services, assist in developing and preparing technical specifications for relevant software and/or hardware systems for the purpose of acquiring necessary computer hardware to assist in the effective functioning of educational technology.

In conjunction with the Director of Technology Services, initiate and maintain liaison with business sources and school support groups (e.g. Monterey County Office of Education, Educational Technology grants, committees, boards, other districts, city entities, etc.) for the purpose of soliciting and obtaining funding, hardware, software, expertise and community support to enhance the acquisition and use of technology.

Identifies, develops and reports program related assessment results for the purpose of directing student and teacher growth toward technology integration, technology literacy and technology use.

Plan and develop district goals and objectives for the purpose of ensuring that the technology related mission and goals are realized and/or evaluating program effectiveness.

Serve as liaison to software/hardware providers as they relate to educational technology resources for the purpose of conveying and/or receiving information and coordinating district activities.

Assists with district-wide licensing and copyright issues for the purpose of ensuring compliance with requirements.

Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

MINIMUM QUALIFICATIONS:

Ability to: ABILITY to organize activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Experience: A minimum of three years of demonstrated expertise in using state of the art technology, and demonstrated success in preparing and delivering workshops or formal presentations.

Education: Master's degree from an accredited college or university, preferably with major course work in educational technology or related field.

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Knowledge of: Experience in overseeing a departmental budget; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: application of pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; current generation and emerging pedagogy/methodology in educational technology; networking technologies and operating systems.

Skills to: SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

Responsibility: Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

DESIRABLE QUALIFICATIONS:

Biliterate in English/Spanish desired.

PHYSICAL EFFORT/WORK ENVIRONMENT: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and a generally hazard free environment. The physical requirements of a Director of Educational Technology and include:

1. Physical and mental stamina to perform the duties and responsibilities of the position
2. Manual dexterity sufficient to write, use the telephone and business machines
3. Vision sufficient to read printed materials and computer screens
4. Hearing sufficient to communicate in person and hold telephone conversations
5. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
6. Physical ability to push/pull, squat, twist, turn, bend and to reach overhead
7. Physical mobility sufficient to move about the work environment (office, district, school site to site), drive an automobile and to respond to emergency situations
8. Physical strength sufficient to lift 25 pounds
9. Ability to sit for prolonged periods of time
10. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments

THE BOARD OF TRUSTEES DESIGNATE THIS POSITION AS MANAGEMENT.
The work year for this position is 222 days.