

SANTEE SCHOL DISTRICT

DIRECTOR, INSTRUCTIONAL TECHNOLOGY

JOB SUMMARY

The Director, Instructional Technology, under the direction of the Assistant Superintendent, Educational Services, is responsible for the implementation and management of technology integrated and standards based instructional programs in classrooms, supervision of certificated and classified technology based professional development to ensure the ongoing implementation of high standards of instructional practice, services and assistance. In addition, the Director, Instructional Technology, assists in the piloting, implementation and evaluation of technology based instructional programs, is aware of and brings to the District current research on student learning, collaborates with principals, teachers, the information technology staff, parents, and advisory committees to infuse technology throughout the instructional program. Other responsibilities and duties, as assigned by the Assistant Superintendent, Educational Services or designee are also performed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Works in partnership with other District Directors and district stakeholders in creating, implementing, sustaining and expanding the District Technology Plan.
- In concert and under the direction of the Assistant Superintendent or designee, plans and implements integrated instructional technology programs district-wide.
- Collaborates with the Educational Services Directors and site administrators to establish the vision, goals and objectives for staff professional development programs.
- Collaborates with District Directors to present a cohesive integration of curriculum and technology across the District.
- Supports instructional material selection committees with integrated technology outcomes and practices according to district administrative regulations and procedures.
- Creates and expands strong community, business, educational and private partnerships, alliances and strategies.
- Prepares and monitors budget and funding strategies for instructional technology projects and professional development programs.
- Plans, organizes, implements, and evaluates technology integration practices across content areas.
- Understands and supports technology integrated practices such as project based instruction, critical inquiry, active learning environments and facilitative teaching.
- Provides research based professional development in a variety of professional settings for administrators and instructional staff – “just-in-time”, in the classrooms, on-line and large group presentations.
- Creates, gathers and organizes educational technology strategies and resources for staff in an on-line repository for easy reference.
- Meets regularly with administrators and staff to establish future goals and identify specific training needs of district personnel, including certificated and classified.
- Provides resources to parent education programs on the integration of technology.

DIRECTOR, INSTRUCTIONAL TECHNOLOGY

Page 2

- Researches best instructional practices for technology integration across content areas and leads staff to pilot and implement those practices.
- Provides written and/or digital communication to district staff on program needs.
- In concert with other District administrators and staff, develops curriculum for all special needs students, including State and Federal programs.
- Leads designated committees of teachers, principals and others on specific programs and projects.
- Meets all compliance mandates and requirements for Federal and State funded programs.
- Plans and conducts training for new staff members using District technology such as orientation for new teachers and staff members.
- Works closely with vendors and suppliers to promote the best utilization of District resources.
- Assumes other responsibilities as assigned by the Assistant Superintendent, Educational Services of designee.

EMPLOYMENT STANDARDS

Education: Master's degree is required; advanced education in educational technology and curriculum and instruction is preferred.

Experience: Minimum five (5) years of experience as a classroom teacher at K-8 level is required. Successful experience as a site administrator preferred. Increasing levels of experience and responsibility in the areas of project management, implementation and innovation.

Credential(s): Appropriate California teaching credential authorizing service in grades K-8 and administrative credential(s).

Knowledge and Abilities Possesses knowledge of curriculum and instruction techniques, best instructional practices, successful staff development practices, integrated technology training, interpersonal skills and organizational skills. Understands the various components of the technology environment; software, hardware, infrastructure and digital-web interface. Has successfully demonstrated the ability to lead groups, analyze situations and needs, carry out directives and communicate effectively. Possesses exemplary presentation skills.

Work Year: 214 days

Board Adopted: February 21, 2006

Revised: May 3, 2016