



CERTIFICATED JOB DESCRIPTION CAJON VALLEY UNION SCHOOL DISTRICT

DIRECTOR - EDUCATIONAL TECHNOLOGY

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Educational Services

PRIMARY FUNCTION

The Director is responsible for the implementation and coordination of technology as it supports instruction, assessment and communication. Specifically, the Director assists in the piloting, implementation and evaluation of technology-based educational programs and teaching tools; coordinates the student data management system; is aware of and brings to the District current research on student learning; aggressively pursues grants and alternative funding sources supporting the integration of technology in the educational program; and cooperatively interfaces with principals, teachers, the information technology staff, parents and advisory committees to infuse technology throughout the educational program. The Director will recommend to the Superintendent and District stakeholders the vision and the action plan for developing classrooms of the future.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with the Director of Information Systems, Assistant Superintendent of Educational Services and District stakeholders in creating, implementing, sustaining and expanding the District Technology Plan.
- Collaborates with the Director, Information Systems and the Assistant Superintendent of Educational Services to present a cohesive integration of curriculum and technology across the District and understands the needs and demands for implementing “classrooms of the future.”
- Collaborates with the Assistant Superintendent of Educational Services to establish the vision, goals and objectives for professional development programs that support a high level of technology integrated educational practices in classrooms.
- Plans, organizes, implements, and evaluates technology integrated educational professional development programs to support and improve instruction.
- Models meaningful technology integrated instruction and programs that support student learning.
- Supports educational material selection committees with integrated technology outcomes and practices according to District administrative regulations and procedures.
- Seeks, implements, monitors and evaluates technology-based grant projects and opportunities.
- Creates and expands strong community, business, educational and private partnerships, alliances and strategies.
- Prepares budget and funding strategies for educational technology projects and professional development programs.
- Understands and supports through technology integrated practices, project-based instruction, critical inquiry, active learning environments and facilitative teaching.
- Creates, gathers and organizes educational technology strategies and resources for staff in an online depository for easy reference.
- Can envision the “end in mind” in professionally trained teachers in integrated technology practices and student learning outcomes and plans training that is sequenced to build knowledge and application capacity for these goals in the classroom.
- Supports administrators in developing site technology plans and the single plan for student achievement; assists principals with the purchase of technology to support instruction.
- Researches best integrated technology educational practices and works with staff to pilot and implement those practices.

- Develops technology integrated educational intervention programs in collaboration with site administrators.
- Manages and supports the District Student Data System and assists principals with the analysis of data.
- Assists the Assistant Superintendent, Educational Services, in the evaluation of curriculum program effectiveness.
- Ensures the policies regarding the use of technology are articulated and followed.
- Helps the District and sites create and maintain effective web pages.
- Assumes other responsibilities as assigned by the Superintendent or designee.

IMMEDIATE SUBORDINATES

Coordinator(s), certificated staff, and classified staff, as assigned

JOB REQUIREMENTS

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

- Master's degree
- Administrative Services Credential or Certificate of Eligibility. Administrative experience at a school site is preferred.
- Minimum five years successful classroom teaching experience in a K-8 public school setting.
- Advanced education or experience in educational technology and curriculum and instruction.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor work environment

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations
- Lifting books, materials equipment to execute lessons and presentations
- Seeing to read, prepare and review a variety of reports and to monitor teacher and student interactions

SALARY

In accordance with the Certificated Administrators' Salary Schedule