

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 10034

DIRECTOR I, EDUCATIONAL TECHNOLOGY

OVERALL RESPONSIBILITY

Under general direction of the Chief Technology Officer, facilitate and promote educational technology literacy and technology instructional skills among district staff.

SPECIFIC RESPONSIBILITIES

1. Direct and supervise Educational Technology support staff on a daily basis, to ensure a high level of customer service. *E*
2. Perform annual reviews for staff and ensure a high level of performance and accountability for their daily projects and tasks. *E*
3. Provide all district staff with educational technology information and learning resources. *E*
4. Oversee educational technology which is integrated into the district-approved curriculum. *E*
5. Plan, conduct and coordinate workshops to promote the effective use of new technological tools in the classroom. *E*
6. Identify educational technology products, programs and practices to support classroom teachers and librarians in schools. *E*
7. Review educational technology integration training needs and evaluate effectiveness of training programs. *E*
8. Identify exemplary educational technology programs and practices for review, evaluation, adoption or modification. *E*
9. Collaborate with staff to provide workshops, services and activities which support the use of educational technology tools and resources in the classroom. *E*
10. Improve instructional practices through the development and innovation of educational technology tools to link educators with electronic resources and train educators in their use as instructional tools. *E*
11. Facilitate the development of district leaders in educational technology. *E*
12. Create, plan, organize and deliver professional development activities in educational technology. *E*
13. Facilitate online resources and classroom devices for students and educators to improve instructional practices and broaden resource offerings for students. *E*
14. Organize and implement a systematic and sustained approach to educational technology in-servicing, including on-line blended learning. *E*
15. Assist site leadership teams and classroom teachers to implement research-based school improvement practices. *E*
16. Manage support of educational technology software and services by leveraging staff to ensure a high level of customer service, and usage of educational software that the district has purchased (i.e. Learning Management Systems, classroom communication tools etc.). *E*

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17. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
18. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum

Requirements:

- Knowledge of California's content standards, the Common Core State Standards and expectations for student proficiency.
- Knowledge of 21st century educational technology skills and how to effectively integrate them into curriculum and instruction.
- Knowledge of effective staff development practices.
- Knowledge of current technology web 2.0 resources, hardware and integration practices that support classroom teachers.
- Knowledge and skills in project-based teacher and learning strategies as enhanced by educational technology.
- Ability to work as part of a team and be self-directed.
- Ability to express ideas and concepts clearly and concisely in oral and written form.
- Ability to conceptualize and/or produce professional development materials in a support capacity to the Curriculum & Instruction/Professional Development department.
- Ability to motivate, challenge and guide others in the improvement of educational programs.
- Ability to provide guidance to district staff in the implementation of instructional technology.
- Ability to analyze data, render judgment, make decisions and solve problems efficiently and effectively.
- Ability to conceptualize new ideas and approaches and integrate them into a coherent program.
- Ability to plan, organize and conduct training, in-service and staff development activities.
- Ability to maintain and improve professional skills and knowledge.
- Ability to understand and implement complex oral and written directions given in English.

Desirable Qualifications:

- Knowledge of various Educational Technology Tools in the classroom.
- Knowledge of video conferencing systems and equipment, and proper distance learning strategies.
- Knowledge of proper educational technology software/hardware analysis experience as well as integration process into the classroom environment.
- Ability to learn and create new technology strategies for classroom integration.

Education

Minimum Requirement:

- Bachelor's degree.
- Valid California K-12 Teaching Credential

Desirable Qualifications:

- Bachelor's degree in a related field.
- Valid California Administrative Credential.

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Experience

Minimum Requirements:

A strong background in curriculum/instruction, educational technology and professional development.
Three years of training and experience or comparable in an educational technology position at a district office or school site.

Desirable Qualifications:

Progressive experience working with new and emerging technologies desired.

Physical Characteristics

With or without the use of aids:

Sufficient vision to read small print.

Sufficient hearing to hear normal conversational speech on and off the telephone.

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.

Sufficient dexterity to manipulate small objects, print or write legibly; operate telephone; type, use computer keyboard, typewriter, and other business machines.

Sufficient physical ability to reach horizontally and vertically with arms.

Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs, sit for extended periods of time, and stand for extended periods of time.

Sufficient lower body strength, stamina and mobility to walk, stoop, and bend.

REPORTS TO:

Chief Technology Officer, Information and Educational Technology Services or designee

Cabinet Approved: 2/11/20

Board Approved: