

Job Description  
MILL VALLEY SCHOOL DISTRICT

**DIRECTOR OF EDUCATIONAL TECHNOLOGY**

**JOB SUMMARY:**

Under the general supervision and direction of the Superintendent, provide leadership and management of the District's technology plans and instructional programs. Work collaboratively with other District administrators as an integral member of the leadership team; manage, plan, and oversee comprehensive District technology plan and educational programs and objectives.

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**ESSENTIAL FUNCTIONS:**

**Technology:**

- Provide supervision and evaluation of District personnel engaged in systems and network analysis and maintenance
- Coordinate work with users and other data processing units, and perform related work as required
- Coordinate and direct technical assistance and support to schools and District office
- Develop and implement departmental goals, objectives, policy priorities, standards, and procedures.
- Develop and implement district-wide technology plan
- Plan and coordinate implementation of all major projects related to technology
- Evaluate District technology staff performance through ongoing review
- Make recommendations for continuing employment and advancement of current technology staff
- Oversee District website, servers and administration of student data information systems
- Supervise, coordinate, and direct field services, hardware repair, and network maintenance
- Contribute to the leadership and direction of technology planning, equipment acquisition, applications development, and establishment of standards for hardware and software
- Provide leadership for the integration of technology in the District's student learning programs
- Assure compliance with applicable state, local, and federal rules, regulations, and laws, as well as the policies and procedures of the District
- Plan, organize, schedule, and supervise technology support staff in the repair, maintenance, and installation of network and computer hardware
- Determine the level and nature of specialized training required to keep staff current with emerging technologies
- Develop ongoing staff development for District staff
- Assist in the operation and administration of department budget
- Responsible for coordinating e-rate application and required federal filing
- Oversee vendor contracts to include both acquisition of products and technical services as well as work with vendors to facilitate efficient functioning of existing and future systems

**Educational:**

- Plan, organize and manage curriculum and instructional programs and activities for all K-8 students
- Provide instructional and curriculum support services to meet students' needs
- Organize and provide effective professional development activities, with input from teachers and staff, that incorporate the District's mission and teaching methodology
- Implement innovative structures that support partnerships between teachers
- Reach across subject matter and cross-curricular areas to provide classroom support, coaching, and facilitation for classroom teachers as they implement innovative, teacher-developed, instructional initiatives
- Assist the administrative and teaching staff in the research and implementation of innovative programs to support the Mill Valley instructional methodology

- Lead staff and community input committees in the development, implementation, and oversight of the Local Control Accountability Plan (LCAP)
- Articulate the District's vision, mission, instructional philosophy, and curriculum implementation strategies to the staff and community and solicit its support in realizing the District's mission
- Plan, develop, implement, and evaluate instructional programs, including learning objectives, instructional strategies, intervention services, assessment techniques and instructional technology in collaboration with the administrative council, teacher leaders, and teaching staff
- Oversee District and state assessment programs
- Lead staff in evaluating and selecting instructional materials to meet student learning needs
- Assist with instructional technology use and integration
- Lead a collaborative team of teachers and administrators in the development and implementation of instructional strategic planning goals
- Oversee the instructional program and support for English Language Learners (ELL)
- Coordinate the music, art, and physical education programs
- Provide support for library services and work collaboratively with teacher librarians
- Administer the educational technology budget and ensure that programs are cost effective and funds are managed prudently
- Monitor current professional research and disseminate ideas and information to staff
- Promote parent education around instructional programs
- Provide professional development opportunities and leadership support to teacher leaders
- Work collaboratively with Kiddo! and other key stakeholder groups to enhance and support classroom instruction
- Complete State and Federal compliance reports
- Attend board meetings and prepare periodic presentations
- Other duties as assigned by the Superintendent

#### KNOWLEDGE OF:

- Effective leadership, supervision, and evaluation practices for large scale computerized data processing system
- Senior level knowledge and operational experience of multi-platform network servers and environments,
- Knowledge of Microsoft and Apple operating systems and devices, including computer hardware, software and mobile devices
- Procedures and policies for ongoing maintenance and support of networked users; local area network technologies; public sector business practices; emerging trends in technology as it applies to student learning, professional development, and relevant educational information management systems; security and privacy issues
- Proactive and collaborative team member; strong inter-personal skills
- Problem solver, uses data to support decision-making
- Demonstrates strong instructional leadership and management skills
- Understands, communicates, and facilitates current best practices in technology, curriculum, instruction, assessment, and intervention.
- Exhibits sound judgment in developing and monitoring department budgets
- Understands and values the diverse backgrounds of all students and learning styles
- Values diversity of teaching styles and promotes collaboration among staff
- Effective planning, organization, and delegation
- Works collaboratively with teaching teams, in the development and implementation of effective instructional programs
- Ability to facilitate communication and agreement between key stakeholders
- Possesses strong written and verbal communication skills, including the ability to present publicly
- Experience using technology in the classroom to support all levels of learning

ABILITY TO:

- Work collaboratively with District leadership team including all District and school administration
- Work with advisory groups in establishing District goals/objectives
- Use strong leadership skills in the guidance and direction of staff
- Communicate clearly, concisely and proactively with diverse groups of stakeholders
- Identify and present the best practices for long-term direction of educational technology initiatives
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports, records and files related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Master's degree from an accredited college or university
- Three years of school district management experience

LICENSES AND OTHER REQUIREMENTS:

- Valid and appropriate California Administrative Credential
- Valid California Class C driver's license and current auto insurance

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.
- Evening or variable hours.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.

Board approved: \_\_\_\_\_

**MILL VALLEY SCHOOL DISTRICT  
DIRECTOR OF EDUCATIONAL TECHNOLOGY  
ANNUAL SALARY SCHEDULE**

**2020-2021**

<b>STEP</b>	
1	148,284
2	151,991
3	155,791
4	159,686
5	163,679
6	167,768
7	171,965
8	176,263
9	180,671
10	185,187

**WORK YEAR**

225 Days

**ADDITIONS TO BASE SALARY**

Masters Degree - entitled to receive additional \$1,000/year

Doctoral Degree - entitled to receive additional \$1,000/year

Longevity- \$4,000 per year - upon 5th year at step 10 and completion of 10 years of Mill Valley School District Administrative Service.

**MILEAGE & CELL PHONE**

Mileage and personal cell phone use for business purposes included in base pay.

**BENEFITS**

Health, dental and vision benefits allowance at same rate currently provided by District to certificated staff. These positions are not eligible for cash-in-lieu.

**RETIREMENT BENEFITS**

If at age 55 or older, and having served as a Director in the District for 10 years or more, the Director retiring from the District will be eligible for same medical benefits to which members of certificated bargaining unit are entitled upon retirement. Also, if the insurance company concurs, continue participation in the dental insurance coverage by making appropriate payments to the District.

**SICK LEAVE**

Director's are entitled to 12 days per year of sick leave, commencing on the first day of employment. Sick leave for the Administrator who works less than full-time shall be pro-rated proportionately to their workload.

**SALARY ADJUSTMENTS**

**3% Salary Increase effective 7/1/2020**

Adopted by Governing Board: