



Sequoia Union High School District

Job Description

JOB TITLE:	Director of Instructional Technology
ADMINISTRATIVE RELATIONSHIP:	Reports to Assistant Superintendent, Educational Services
CLASSIFICATION:	Certificated Management
REQUIREMENTS	B.A. (B.S.), a Master's degree preferred, valid California Administrative Credential, minimum 3 years teaching experience, minimum 3 years experience in the field of instructional technology.
SALARY SCHEDULE:	Certificated Salary Schedule-II
WORK - YEAR / HOURS:	222 days
LOCATION:	District Office
BOARD APPROVAL:	4/10/13

BRIEF DESCRIPTION OF POSITION

The Director of Instructional Technology will provide leadership and direction in the effective use of instructional and operational technology, technology services planning, organization, administration and evaluation as well as the integration of new and emerging technologies to increase efficiencies and productivity within the district. The Director of Instructional Technology will report to the Assistant Superintendent of Educational Services; however, the position will require close collaboration with the Administrative Services department, specifically in the areas of infrastructure, student information systems, other related software, and supervision of classified personnel.

DUTIES AND RESPONSIBILITIES

1. Supervise and manage the district's Technology Information Systems department.
2. Participate in a variety of planning and development activities, including district-wide committees, for the purpose of creating long- and short-term plans
3. Perform personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department objectives are achieved.
4. Recommend policies, procedures, and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
5. Research trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
6. Develop, maintain, and communicate the District Technology Plan.
7. Update and oversee the development of the district web site, and assist school sites with the maintenance of web platforms.
8. Identify training needs and facilitate staff development programs that enhance the district's ability to install, support, and maintain all forms of instructional and information management technology.

9. Assess and facilitate the delivery of staff development needs relating to technology use in classrooms and offices throughout the district.
10. Provide direction for district communication systems and student data systems.
11. Oversee district technology use policies.
12. Attend Board of Trustee meetings as required and attend and preside over such other meetings as the Assistant Superintendent, Educational Services designates.
13. Establish and maintain effective working relationships with a variety of groups, including teachers, students, administrators, co-workers, vendors, consultants, community members, and others as required.
14. Demonstrate and model safe, prudent, and healthful work behaviors and practices; identify and work toward elimination of unsafe and unhealthful work area conditions.
15. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent, Educational Services may designate.

Physical Requirements

- Light physical activity and lifting up to forty pounds
- Work under pressure of deadlines and time constraints
- May be required to work at a computer workstation for extended periods of time
- Ability to see and read printed matter with or without vision aids
- Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Manual dexterity to carry out the functions of the above essential responsibilities.
- Ability to speak in audible tones so that others may understand clearly.
- Ability to bend, reach and walk
- Ability to comprehend visual and auditory input given by others
- Short term and long term memory ability is required in all tasks

Other Requirements

If required to operate a vehicle:

- Valid California Motor Vehicle Operator's License
- Acceptable driving record and qualification for insurability by the District's insurance carrier