

NATIONAL SCHOOL DISTRICT
JOB DESCRIPTION

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JOB TITLE: DIRECTOR--TECHNOLOGY AND EDUCATIONAL SERVICES

Job Purpose Statement/s:

- Under direction of the Assistant Superintendent, Educational Services, provides innovative leadership in educational technology to enhance learning for all District students. Assumes primary management responsibility for the Technology Services Department; ensures efficient delivery of information system services and technology resources for users districtwide; Provides and coordinates instructional technology professional development.

Essential Job Functions:

- Plans, organizes, leads, directs, develops, and monitors all aspects of the Technology Services Department; supervises educational technology and provides direction to department staff.
- Reviews curriculum, develops training programs, identifies best practices and coordinates integration of technology into the learning process.
- Support the integration of technology associated to the Common Core State Standards.
- Provides and oversees the planning and organization of professional development on computer hardware, software and information technology applied to the educational environment and other district activities.
- Provides leadership and direction in developing and obtaining new technology for educational and office applications.
- Provides innovative social networking opportunities to enhance communications.
- Directs and facilitates technology planning, assessment programs, equipment acquisition, applications development, and the establishment of standards for hardware and software.
- Coordinates the development and implementation of the District's Technology Master Plan.
- Assists and coordinates grant requests for technology funds and ensures compliance with the grant criteria.
- Supervises and evaluates the activities of assigned personnel, including the Technology Services Supervisor—Management Information Systems.
- Chairs, coordinates and supports the activities of technology liaisons.
- Prepares and administers the Educational Technology and Information Services budget.
- Coordinates on-going evaluation and recommends procedures to encourage response to instructional administrative needs for information and communications resources.
- Reviews, monitors and facilitates negotiations with vendors and agencies to provide cost effective resources in terms of day-to-day demands and longer term goals and objectives.

Other Job Functions:

- Assists and participates in implementation of LCAP Goals and Common Core Standards.
- Perform related duties as assigned.

Job Requirement – Qualifications

- Knowledge and/or Abilities Required:

Current K-12 instructional practices: principles and techniques of educational technology; project planning, scheduling and control; emerging trends in instructional technology. Knowledge, skills and abilities in the area of information systems and technology resources; principles, practices and languages used in communication oriented computer systems and programming; the capabilities, capacities, and limitations of computers and peripheral equipment; comparative equipment, planning, and cost control; principles of educational administration, departmental budgeting, supervision, and training.

Abilities to use effective management and strong interpersonal skills to facilitate and lead change; incorporate new technology into future plans; supervise, coordinate, and direct support staff, teachers, advisory groups and other stakeholder groups; communicate clearly and concisely, orally and in writing; maintain records and prepare reports; define specific goals and develop sound strategies to accomplish objectives; perform a variety of specialized and responsible tasks. Significant physical abilities include standing/walking for prolonged periods.

- Experience Required: At least 3 years experience as a school site or district office administrator. Documented experience in information/educational technology.
- Education Required: Masters Degree required in related area.
- Licenses, Certifications, Bonding and/or Testing Required: Administrative Services Credential required, Valid California Driver's License, DOJ Fingerprint Clearance.