

CERTIFICATED

DIRECTOR OF EDUCATIONAL TECHNOLOGY

BASIC FUNCTION

Primary Function: Ensures efficient delivery of technology resources for users District wide; provides leadership in the integration of technology into the curriculum; administers the office of Educational Technology; and performs other essential job-related work as required. The fundamental objective of this position is to ensure that technology efforts are consistent with effective delivery of quality educational services for students.

Directly Responsible To: Assistant Superintendent/Instructional Services

Directly Supervises: The Educational Technology Department

EDUCATION AND EXPERIENCE

1. Education
 - A. Valid California Administrative Credential
 - B. Valid California Teaching Credential
 - C. Master's degree (M.A.) or equivalent
2. Experience
 - A. Prior secondary instructional experience
 - B. Administrative experience preferred

DUTIES AND RESPONSIBILITIES

1. Directs and oversees the administration of educational technology and information services; assures efficient District wide operation at all sites and in all departments.
2. Prepares and monitors contracts for information services with outside vendors, agencies and districts.
3. Meets and consults with division and school administrators on the development, maintenance and effectiveness of data processing applications; develops and maintains effective communications and working relationships with administrative divisions and schools.
4. Plans, develops and directs construction, infrastructure and classroom design of computer and emerging technologies; works with State and local government agencies and authorities to expedite technologies into the District, the schools and the community; assists in interconnectivity.
5. Coordinates the preparation of appropriate District information, communications and educational technology plans.
6. Prepares and administers the Educational Technology budget.
7. Directs the evaluation, acquisition, installation, maintenance, and repair of information and communications technology equipment and software.

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8. Coordinates ongoing evaluation and recommends procedures to respond to instructional administrative needs for information and communications resources.
9. Assures the validity of District information through the development of security and back-up/recovery procedures.
10. Identifies needs and directs staff in developing technology solutions for instructional programs.
11. Designs and implements support systems and learning networks to increase capacity for the use of technology by teaching staff and District administration.
12. Coordinates the District's Technology Committee and provides leadership, direction, and coordination to the sites. Serves as liaison to the County Office of Education on technology issues.
13. Coordinates teacher training to increase use of computer technology by students.
14. Performs other duties as required.

SUPERVISORY RESPONSIBILITIES

- A. Manages assigned personnel responsible for planning, acquiring and implementing technology in the learning process.
- B. Is responsible for the overall direction, coordination, and evaluation of this unit. May directly supervise employees.
- C. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws.
- D. Responsibilities include interviewing, selecting and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

1. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
2. Ability to respond to common inquiries or complaints from employees, regulatory agencies, or members of the business community
3. Ability to write speeches and articles for publication that conform to prescribed style and format
4. Ability to effectively to present information to top management, public groups, and/or boards of directors

ABILITY TO

1. Effectively plan, organize and direct the acquisition, coordination and use of technology for the District.

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2. Develop and articulate long-term strategic plans
3. Analyze complex problems and recommend solutions
4. Provide technical assistance to teachers and staff as needed
5. Provide leadership and support to educational technology staff
6. Evaluate computer requirements and user needs and advise appropriate hardware/software configuration
7. Establish and maintain cooperative and effective working relationships with others
8. Prepare comprehensive narrative and statistical reports

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

COMMENTS

As a representative of the San Dieguito Union High School District, the individual assigned to this position must present a professional appearance and demeanor, demonstrate a commitment to excellence in education and exhibit the ability to develop and maintain effective communication and cooperative working relationships with administrative divisions and schools.