

# Job Description

**Title:** Director of Instructional Technology

**Reports To:** Assistant Superintendent for Instruction and Curriculum

**Evaluation:** Assistant Superintendent for Instruction and Curriculum

**Job Summary:**

Improve learning and instruction through the efficient use of technology.

**Qualifications:**

Masters degree with appropriate Kansas Administrative licensure.

Minimum 5 years teaching experience and some experience in a leadership position.

Substantial experience in instructional technology and professional development.

**Required knowledge, skills and abilities:**

1. Knowledge of curriculum development, supervision, effective classroom practices and development principles.
2. Ability to demonstrate effective leadership skills in group settings.
3. Effective written and oral communication skills.
4. Knowledge and ability to use various forms of education technology.
5. Ability to use effective public relation skills necessary for the successful implementation of new programs.
6. Ability to plan, organize and deliver technology professional development for teachers, administrators, and other staff members.
7. Ability to work with classroom teachers to develop specific strategies for integrating technology into instruction.
8. Ability to provide assistance with the implementation of technology in the classroom and existing lessons, grades K-12.
9. Ability to work with curriculum directors to develop and evaluate curriculum based on needs as referenced through assessments.
10. Ability to model the appropriate technology.
11. Ability to promote the appropriate and ethical use of technology with regard to copyright issues through the acceptable use policy.
12. Ability to work with information services to update and maintain the district's instructional technology plan.
13. Must remain current in knowledge of technology, curriculum and instruction.

**Performance Responsibilities:**

1. Assist the Assistant Superintendent for Instructional Services in curriculum evaluation and the implementation of technology into the instructional program.
2. Serve as a technology liaison and coordinator of specific initiatives.

3. Coordinate the instructional technology initiatives for all schools in the district which include school technology plans, internet resources sent to teachers for classroom use and work with teachers to help students integrate technology.
4. Coordinate the development and yearly updates of the instructional portion of the technology plan including administrative issues in each school's plan.
5. Maintain current documentation on the status of individual school sites in the installation and use of instructional technology. Documentation should be collected through classroom visits, assessments, surveys and observation of the modeling of effective practices.
6. Maintain effective communication with all school representatives.
7. Determine technology training needs through surveys and meetings with building and district level administrators and teachers.
8. Coordinate the planning and implementation of training.
9. Provide supervisors with periodic reports regarding recommendations for improvement, status of technology in schools, needs and concerns.
10. Attend meetings, conferences and workshops as requested.
11. Other duties as assigned.

**Physical Requirements/Environmental Conditions:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.