

JOB DESCRIPTION

TITLE DIRECTOR OF INSTRUCTIONAL TECHNOLOGY/PROFESSIONAL
DEVELOPMENT/MEDIA SERVICES

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.

Education/ Experience	Masters degree in Education, Instructional Technology, or related field. Five years in education with responsibility for organizing, planning, and implementing technology-based initiatives with accompanying staff development support. Experience in management practices and exhibits strong leadership skills. Knowledgeable in the areas of school curriculum and instruction, leadership development, library-media, employee relations, and school improvement. Broad understanding of the impact of technology in education and uses technology to accomplish daily tasks.
Language Skills	Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Florida Teaching Certificate or eligible for state certification
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
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 sit, talk and hear. The employee is required to stand walk; use hand to finger, handle, or feel; reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift

and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work 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. Individuals will experience moderate noise levels (examples: business office with computers and printers, light traffic).

REPORTS TO Executive Director of Planning & Accountability/Staff Development

GENERAL RESPONSIBILITIES

1. Provides guidance, vision, and direction to the department.
2. Oversees the development and integration of instructional technology and its impact on classroom instruction.
3. Oversees the professional development program in both the instructional and the leadership areas, maintaining protocols as outlined by the state.
4. Oversees and coordinates the school improvement process for the district.
5. Coordinates with the Director of Technology in the development and implementation of the Three Year District Technology Plan and oversees and approves purchases of classroom technology.
6. Coordinates with Curriculum and Instruction to provide a comprehensive instructional program that integrates technology to foster student achievement.
7. Oversees the development of the media centers and the coordination of the media program.
8. Researches new technologies and their application in the instructional environment.

SPECIFIC RESPONSIBILITIES

1. Oversees all aspects of professional development including both teacher and leadership training and provides specific support and training to new principals and to new teachers.
2. Promotes the integration into the classroom of 21st century skills that encourage project based learning incorporating NETS technology standards within curriculum objectives.

3. Approves all staff trainings that meet protocol and reporting requirements; verifies all funding implications.
4. Oversees the development of the Professional Development Plan, the Master Inservice Plan and obtains annual school board approval.
5. Oversees the expenditures of the district media budget and provides leadership to create comprehensive school media programs that include a strong technology base and vision of integration with classroom instruction.
6. Implements grant projects, including data gathering, and reporting to look for impact on teacher instruction and changes in student learning.
7. Coordinates with Curriculum and Instruction to evaluate and identify instructional software and other appropriate technologies that align with the Sunshine State Standards.
8. Coordinates and approves the purchase and implementation of technologies for the classroom that support curriculum, instruction, and instructional management.
9. Coordinates with the Director of Technology in the implementation of the District Three-Year Technology Plan and development of the Technology Capital Budget.
10. Oversees the expenditure of budgets assigned to the department.
11. Coordinates with Facilities and Purchasing to determine the technical specifications for instructional technology needs in new and retrofit district construction projects.
12. Researches and coordinates the most current use of telecommunications technologies to facilitate distance learning and teleconferencing.
13. Researches the latest technology trends as they relate to classroom instruction, evaluates their effectiveness, and makes recommendations for implementation.
14. Performs other duties as assigned.