



## ALVORD UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT JOB DESCRIPTION

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### **ASSISTANT DIRECTOR, EDUCATIONAL TECHNOLOGY**

(Certificated Management Salary Range 10, plus benefits)

**DEFINITION:** Under the supervision of the Assistant Superintendent of Educational Services, the Assistant Director, Educational Technology, provides leadership, develops and implements a strategic vision in all areas of instructional technology, and supervises the effective delivery of services related to supporting the vision. This includes guidance in effective planning, development, implementation, and evaluation of the District's educational technology systems and processes to leverage technology and learning environment design to promote academic and socio-emotional growth for all students. The Coordinator ensures compliance with Federal and State regulations and works within the policies and regulations of the District.

**WORK YEAR:** 210 Days

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.*

1. Assist with management and operations of district and school educational technology platforms
2. Lead the training of instructional staff related to hybrid and online teaching pedagogy
3. Support staff, student and parent use of platforms designed to enhance communications.
4. Coordinate with site committees on site technology planning and implementation
5. Work intensively with all schools supporting technology infrastructure guidelines and teaching and learning
6. Develop and implement ongoing technology focused professional learning programs (for certificated and classified staff)
7. Share innovative projects and practices; e.g., staff, committees, parent groups, etc.
8. Increase recognition for AUSD technology initiatives—i.e. publishing and conference presentations
9. Support the staff and students technology needs related to Federal, State and local assessments
10. Identify, evaluate, recommend, and implement online and digital resources, including textbooks, to enhance and augment the printed library materials supporting the curricula
11. Manage and prioritize departmental tasks for efficiency and effectiveness
12. Gather and analyze online system and operational data and make recommendations
13. Create and execute effective training and procedural programs and materials in various media formats
14. Maintain cooperative relationships with those contacted during the course of work
15. Perform other specific job-related duties as assigned

#### **MINIMUM QUALIFICATIONS:**

The position requires the following:

***Knowledge, Skills, and Abilities:***

Effective uses of instructional technology, management skills, current trends and promising practice with instructional technology, software and courseware; organizational operations and procedures; how to use instructional, productivity and multimedia software; interpret and analyze data; effectively use instructional/technology resources that have been proven to improve student achievement; budget development and oversight; and grant development and evaluation.

Plan, organize and coordinate all aspects of the educational technology program; communicate effectively both orally and in writing; make sound judgments related to computer usage and applications; prepare and present clear and complete reports and make effective presentations in small and large group settings; work independently; establish and maintain effective working relationships; prioritize time to effectively administer District goals.

***Education/Experience:***

- Multiple or Single Subject California Teaching Credential(s)
- Current or Eligibility for California Administrative Credential
- Experience working as a technology teacher and/or knowledgeable about the operations of a district technology program
- Knowledgeable of current curriculum practices and content, and willingness to keep up-to-date with educational programs
- Knowledge of principles and practices of effective professional learning
- Knowledge and experience with the International Society for Technology in Education Standards
- Effective oral and written communication skills, interpersonal skills, tact, patience, and courtesy

***Other:*** Must possess a valid California Driver's License during the course of employment. Must be insurable at standard rates and maintain such insurability during the course of employment. Bilingual/Spanish preferred.

**WORKING CONDITIONS*****Environment***

- Office and outside work setting
- Subject to frequent interruptions and daily contact with District staff
- Frequent driving to various sites, training facilities, and/or other locations as needed

***Physical Abilities***

- Hearing and speaking to exchange information and make presentations
- Visual ability to read, prepare/process documents and small figures
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting, walking and standing for extended periods of time
- Occasional carrying, pushing, pulling or lifting up to 25 pounds
- Occasional bending at the waist and stooping
- Occasional reaching overhead, above the shoulders and horizontally

***Hazards***

- Some exposure to toxic materials
- Occasional contact with distraught students, parents and members of the public