

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

DIRECTOR, Instructional Technology

QUALIFICATIONS

Master's Degree or higher in a field related to technology and/or instruction, or certification in Administration and Supervision or Educational Leadership".

- At least three years of successful instructional delivery and three years of administrative experience.
- Experience in design and delivery of learning programs that are innovative in their integration of technology.
- Knowledge of Florida laws and statutes and State Board rules as they relate to curriculum.
- Knowledge of technology and computer applications as related to administrative job functions.
- Preferred candidates will also have experience in private industry applications of technology.

REPORTS TO Executive Director for Instructional Excellence and Equity

SUPERVISES Assigned program administrators, resource teachers and other staff

POSITION GOAL

To direct and provide leadership in designing technology platforms that enable curriculum design that fully utilizes the power of technology in meeting the needs of current and future students

To direct, promote, and provide leadership in the use of technology in all phases of the teaching and learning processes, enabling students to become active learners engaged in the acquisition, analysis, presentation and practical application of knowledge.

PERFORMANCE RESPONSIBILITIES

1. * Direct educational technology initiatives to support curriculum development and initiatives.
2. * Direct the roll-out of technology platforms (Servers, PCs, Mobile Computing Devices, etc) that support the District's vision for curriculum content and delivery in the 21st century.
3. * Direct procedures to ensure input from all appropriate levels of personnel involved with the implementation of technology in the schools, including leading any cross-departmental structures formed for that purpose.
4. * Develop and oversee the Instructional Technology Department budget, strategic plan and objectives.
5. * Coordinate with School and district-based peers to align instructional technology initiatives with school, district, state, and national initiatives, including on-line learning courses and related program/course development.
6. * Assist with the development of program policies in instructional technology-related areas.
7. * Direct and coordinate audits of supervised programs to ensure compliance with state and federal laws and regulations.
8. * Assist with development of and evaluation of facility specifications, standards, and technology related furniture and equipment selection.
9. * Maintain access to current instructional technology best practices and disseminate information to other departments, school-based administrators and teachers.
10. * Complete mandated reports relating to areas of responsibility, including DOE Educational Technology requests.
11. * Assist with the development of the District Technology Plan and direct the implementation of the instructional portions of the plan.
12. Assist in instructional technology evaluation and selection.
13. Assist in the planning and development of instructional technology professional development, including planning for implementation of innovative practices and technology initiatives.
14. * Evaluate instructional technology process effectiveness, including support processes for school-based resources.
15. Coordinate, supervise, and evaluate the job performance of assigned staff.
16. Interact effectively with peers in a performing structure that will be largely matrixed in nature.
17. Perform other duties as assigned by the Executive Director for Instructional Excellence and Equity and recommended by the Chief Information Officer.

*Denotes essential job function/ADA

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AO-03-C \$83,036 - \$127,378
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **1**
EEO-5 Line **3**

ADA CODES

2 **Light Work**
3 **A-G/K-V**
4 **Indoors/Outdoors**

BOARD APPROVED

May 29, 2007