

# STOCKTON UNIFIED SCHOOL DISTRICT

## Administrator of Instructional Technology

### **DEFINITION**

Under general direction, plans, organizes and provides administrative leadership in technology for Educational Services; responsible for research, assessment, training and implementation of effective programs in technology with particular emphasis on educational instruction, curriculum and school site needs.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives direction from the Director of Curriculum.
- Exercises general supervision over certificated, classified, technical and supervisory personnel as assigned.

**REPRESENTATIVE DUTIES** – *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)*

### **EXAMPLES OF DUTIES**

- Works cooperatively with members of the superintendent's cabinet, directors, central office administrators, principals, and other relevant departments in coordinating technology activities in Educational Services. *(E)*
- Analyze the District's current use of educational technology. Coordinate the development, implementation, and evaluation of the District Technology Master Plan to include and provide for authentic learning outcomes for students that are tied to the Common Core Standards and 21<sup>st</sup> Century skills (ISTE standards). *(E)*
- Develops and coordinates educational technology training for teachers, administrators and community, across the District and within applicable curriculum areas. Works with district personnel to implement staff development activities designed to facilitate the introduction of new technology in the classroom. *(E)*
- Serves as educational technology advisor to sites and district committees.
- Recommends policy and management decisions relating to district wide implementation of educational technology.
- Initiates and directs the developmental and feasibility studies of the use of educational technology hardware and software and prepares reports on the findings and recommendations.
- Manage technology pilot projects
- Maintain close communication with manufacturers, publishers, and other vendors to insure that the District has the most recent information on products and services.
- Participates in committees, conferences, workshops, professional development activities and research to keep abreast of the latest offerings in educational technology.
- Assists in development of grant proposals related to educational technology.
- Work with District staff, parents, and bargaining units to develop Common Core Standards Based Report Cards, including the development of information and trainings for parents. *(E)*
- Assists and supports the Smarter Balanced Assessment Consortium (SBAC) assessment system, and the online implementation of the District's formative assessments and performance tasks to support the Common Core Units of Study. *(E)*
- Demonstrated skill, expertise, and classroom experience in all aspects of technology used in the instructional and assessment realms. Familiarity with current instructional technology uses and methodologies, programs, equipment, infrastructure, resources, trends, best practices, and innovations.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Management information systems and their applications in instructional and educational administration.
- Principles and practices of system design, analysis, implementation, and review procedures.
- Correlation and integration of educational technology software and hardware within the District curricular areas.
- District policies and union contracts.
- Principles of supervision and evaluation of staff.

### **Ability to:**

- Provide technical and professional level advice and instruction to management and supervisory personnel in the use of educational technology tools and equipment.
- Work effectively with students, District personnel, and community and business representatives.
- Utilize the principles of organization, management, staff development and communication in the planning and directing of the operation of a complex informational systems network.
- Manage technology services to meet the needs of a diverse group of users.
- Encourage parents and community members to become involved with district plans for educational technology used in classrooms.
- Establish and maintain positive relationships with business leaders, organizations, and groups at the local, state and national levels interested in educational technology and various applications in classrooms.
- Establish and maintain effective working relationships with others.
- Communicate effectively orally and in writing including preparations of comprehensive reports
- Effectively work in a multiethnic educational environment.
- Track and record data for the successful implementation and the use of technology in the classroom and at scale.

### **Education and Experience:**

Applicants must have a minimum of Five years teaching experience with technology in an instructional setting. An earned Master's degree or equivalent standard from a recognized college or university is required. Candidates must also possess a teaching credential and appropriate administrative credential.

### **License or Certificate:**

- Possession of valid California driver's license.
- Valid First Aid and CPR certificates must be obtained within six months from the date of hire.

### **Physical Demands:**

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs at waist height for short distances
- Push/pull up to 40 lbs for short distances
- Reach overhead, above the shoulders and horizontally.

### **Salary Placement:**

Management Team Salary Schedule

Tier 6, Range 03

12-month work year

Board Approval: 07/11/14

Management re-alignment effective 03/01/19