

Greenwood School District 50 Position Description

Position Title: Director of Instructional Technology

Department: Instruction
Reports To: Assistant Superintendent for Instruction
Collaborates
With: Director of Staff Development
Director of Computing Services

Approved By: DJ *Date:* 10/2013

SUMMARY: Responsible for the overall development, implementation and evaluation of training for staff in instructional technology and software applications, emphasizing the planning and delivery of instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES Other duties may be assigned.

- Develops and implements strategic plans for the application of instructional technology and learning resource design and utilization.
- Coordinates all activities of instructors engaged in training employees in the use and application of instructional technology.
- Assigns staff and school based technology supplemental employees to conduct training needs as appropriate.
- Schedules inservice training for all employees tasked with instructional technology delivery in collaboration with the Director of Staff Development and the Office of Computing Services.
- Assesses the needs and requirements for instructional technology delivery within the district.
- Evaluates training activities related to instructional delivery within the district.
- Recommends workshops and training to enhance the delivery of instructional technology in the district.
- Directs the Instructional Technology Coach.

SUPERVISORY RESPONSIBILITIES:

Instructional Technology Coach and school based supplemental employees.

QUALIFICATION REQUIREMENTS: 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 and/or EXPERIENCE:

Masters' Degree in instructional technology or related area; or, Bachelor's Degree with a minimum of 3 years of teaching experience.
Experience with personal computer applications which have an instructional focus.

CERTIFICATES, LICENSES, REGISTRATIONS:

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 procedure manuals.
Ability to effectively present information and respond to questions from groups of administrators and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field.
Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to organize multistep procedures and to facilitate implementation of those procedures through others. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 and talk or hear. The employee is occasionally required to stand; walk; operate a computer; and reach with hands and arms. The employee is occasionally required to lift and move boxes containing up to 30 pounds of materials. Specific vision abilities required by this job include close vision.

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.

The noise level in the work environment is usually very quiet.