

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: DIRECTOR OF EDUCATIONAL TECHNOLOGY Educational Technology, Accountability, Data Analysis & Special Projects
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DEFINITION: Under the general direction of the Superintendent, and in coordination with the Director of Technology and the Director of Curriculum and Special Projects, organize, identify, recommend and implement educational technology programs and software, student data analysis interpretation and reporting, special project reporting, and professional development. Works within the guidelines of District policies and procedures, State standards and programmatic requirements.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Design and direct the implementation of the District Educational Technology Plan as it relates to educational technology priorities and goals, including the integration of educational technology into the curriculum, analysis of assessment data, professional development, distance learning, educational technology leadership and accountability, technology funding and resources, and public awareness
- Develop, implement, evaluate, and monitor short-term and long-term goals for the application of educational technology throughout the district, including instructional and assessment programs
- Develop standardization protocols and replacement timelines for educational software acquisition, and educational technology implementation throughout the District
- Create, coordinate and maintain the District educational software technology replacement plan
- Analyze student data and information in order to plan and determine how best to assist school site staff in the implementation of recommended and approved instructional programs and software that supports student learning
- Develop tools and resources that support quality instruction and facilitate analysis of student achievement data to modify instruction
- Assist the Director of Curriculum and Special Projects, organize, prepare and submit reports (examples may include, but are not limited to SARC, GATE, LCAP . . .)
- In coordination with the Director of Curriculum and Special Projects, analyze and pre-authorize proposals and purchase requisitions for educational software
- Related to the data management system assist with and accumulate, prepare, organize and monitor data necessary for State and Federal reporting
- Work with directors and administration to develop a comprehensive assessment program that provides immediate feedback as well as longitudinal-cohort data district-wide to track student achievement
- Provide leadership in the development, implementation and evaluation of the long-range plan for instructional technology that is consistent with the district's strategic plan
- Support, facilitate and train teachers in learning and applying new educational software and other technology programs
- Lead implementation of the adopted instructional technology software programs through individualized feedback, demonstration lessons, facilitation of site-based grade level and/or department meetings, facilitation of trainings
- Support and provide data analysis for individual teachers, grade-level teams and/or departments in the dissemination of information provided through implementation of State testing, common assessments and formative assessments

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- Develop training materials and oversee the implementation of State testing
- Establish and maintain collaborative and supportive internal and external partnerships that support accelerated and sustained student growth using educational technology
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- Design professional development activities, conduct meetings and presentations, facilitate work and group activities
- Research, interpret, analyze, report, and utilize data and evaluating process and resources
- Maintain professional competence through participation in in-service education activities provided by the District and other professional growth activities, keeping informed of best practices and trends
- Lead district committees as appropriate
- Attend regular trainings and meetings
- Maintain program that has been approved by the Board of Education
- Adhere to compliance requirements for program implementation
- Report school achievement data to staff, parents and the principal as appropriate
- Maintain confidentiality
- Perform other duties as assigned

QUALIFICATIONS:

Knowledge of:

- Educational technology and resources that effectively support and enhance student learning
- Current professional development theory and effective instructional practices
- Student data analysis
- Applicable sections of State Education Code and other applicable state publications, such as
- curriculum frameworks
- Curriculum, instruction and assessment processes
- District policies and procedures that govern program and curriculum
- Technology and computer software applications relative to instruction and administration
- Principles and practices of leadership, management, supervision and training
- Budgeting procedures and techniques
- Information systems trends and developments
- California Standards for the Teaching Profession
- Previous experience working effectively with culturally and linguistically diverse groups.
- Organization, operations, policies and objectives of public education
- District goals as outlined in Local Education Agency Plan
- California Content Standards, and educational issues and trends

Ability to:

- Plan and implement the installation and use of integrated information technologies in an educational system
- Stimulate and motivate cooperative team efforts and provide leadership
- Integrate technology in everyday work and to demonstrate to diverse individuals and groups ways of maximizing the benefits of technology in education
- Train, supervise and evaluate assigned personnel
- Organize and conduct training, staff development activities and to coordinate educational technology projects, conferences, events and activities
- Conduct effective professional development

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- Adapt to changing work environment and/or priorities; being attentive to detail; meeting deadlines and schedules; working with constant interruptions; and working under time constraints
- Understand and carry out complex oral and written directions
- Perform research, compiling information from a variety of sources
- Ability to communicate verbally with administrators, staff, students and the community in situations requiring tact, diplomacy, and discretion
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations
- Work well independently and as part of a team
- Establish and maintain cooperative relationships with those contacted in the course of the work
- Effectively plan for the differentiated needs of students
- Establish and maintain cooperative and supportive relationships with students, school personnel,
- district personnel, parents, co-workers, and the public
- Analyze a variety of student data and provide meaningful interpretation for school staff
- Facilitate meetings and professional development
- Communicate effectively in the English language both orally and in writing
- Work independently with appropriate direction
- Analyze situations accurately and adopt an effective course of action as they pertain to working with adults in the coaching process and professional development
- Expertly use technology and computer software applications as appropriate to the work environment
- Use tact, patience and courtesy when dealing with people
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Model norms of behavior that reflect high expectations for colleagues and students
- Travel to various location within the tri-county area
- Work flexible hours

EDUCATION AND EXPERIENCE:

- Bachelor's degree or Master's degree from an accredited college or university (preferably in the area of educational/instructional technology)
- Three years of professional teaching experience
- Outstanding and/or highly satisfactory evaluations
- Strong educational technology software subject content knowledge and ability to apply it to teaching and learning
- Verifiable experience modeling instructional lessons for teachers and creating effective professional development
- Verifiable experience facilitating groups and conducting professional development in the defined subject matter or field of expertise
- State approved training in core curriculum

LICENSE OR CERTIFICATE:

- Valid California Administrative Services credential
- Valid California teaching credential

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- CLAD/BCLAD certification
- Possession of a valid California Driver's License

PHYSICAL REQUIREMENTS of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so other will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems, use good judgment and make sound decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Classroom working environment subject to sitting at a desk for long periods of time, walking and/or standing for extended periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education: May 19, 2016