TITLE: DIRECTOR OF INSTRUCTION, INNOVATION AND TECHNOLOGY

QUALIFICATIONS:
1. Minimum of Master's in Educational Administration/Educational Leadership
2. Demonstrated ability to work well with others
3. Experience as a successful school administrator and instructional leader
4. Demonstrated success in the utilization of instructional technology

REPORTS TO: Assistant Superintendent of Instruction

JOB GOAL: To plan, develop, implement, evaluate and maintain an exemplary technology program for the district with emphasis on curriculum integration, efficient and effective management/information systems and supervision of technology.

PERFORMANCE RESPONSIBILITIES:
1. Provide visionary leadership and the ability to articulate that vision in areas of technology as they relate to student achievement;
2. Serve as the point of contact for technology issues and the coordination of related initiatives within the district;
3. Supervise technology staff;
4. Work collaboratively to determine network, hardware, and software needs throughout the system;
5. Plan and coordinate professional development related to technology;
6. Based on identified needs, prepare and implement the system's technology plan, conducting an annual evaluation of results;
7. Locate funds (e.g., grants) to augment state and federal monies for technology;
8. Assist in the development and implementation of policies that relate to technology;
9. Work closely with school and central office personnel to integrate technology into instruction and into efficient and effective management/administrative functions;
10. Assist with completion of required reports;
11. Attend professional development activities to stay abreast of technology advances;
12. Coordinate instructional technology in school media centers and work with school media specialists to integrate media services and technologies into the instructional program;
13. Coordinate digital learning and textbooks;
14. Manage the effective use of the district's computing infrastructure in improving administrative and instructional productivity and quality;
15. Serve as consultant for school technology committees in the area of instructional technology;
16. Assist with school technology purchases and pursue a cooperative purchasing process to obtain software at the lowest possible cost to the district;
17. Advise and assist in the planning and implementation of innovative instructional technology projects, both at the district and building level;
18. Collaborate with Instruction Department on projects that support student learning;

19. Assist with managing of software applications associated with the network;
20. Assist with the support of software to maintain security and protect the district's technology assets;
21. Support electronic education databases as required by the Department of Instruction;
22. Participate in a variety of consortia, agency groups and teams to address a range of issues, including software suitability, hardware suitability, community requirements, and management information systems;
23. Coordinate with Superintendent for district- and building-level training requirements as related to software applications and integration of technology into instruction;
24. Coordinate the training of faculty and staff for instructional technology tools and resources;
25. Collaborates with the Director of Data and Accountability and the Technology Specialist in providing technical assistance and leadership in the area of technology enhancement throughout the district;
26. Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials;
27. Manage and maintain a digital dashboard for district and school-based data; and
28. Perform all other duties as assigned.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Florence City Schools
Approved: March 10, 2015