



JOB DESCRIPTION

JOB TITLE: **Instructional Technology and Innovative Programs Manager**

Position Type: Exempt	Department: Curriculum, Instruction, & Assessment
Salary Schedule: Exempt	Reports to: Deputy Superintendent of Curriculum, Instruction, & Assessment
Salary Range: 7	Location: District Office
Term of Employment: 12 months	Date: December 15, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Provides administrative leadership to develop and guide all aspects of instructional technology, online and blended learning and operations district-wide. The Manager will work with CIA, IS&T and ALS to assist in defining and implementing institutional strategies for online education and options and modern approaches to course delivery and management. The Manager will provide leadership for the technical development and delivery of all web-enhanced courses. The Manager will lead the instructional design processes and administer the eSchool component for DVUSD by facilitating technology-rich teaching and learning through collaborative curricular innovation, including new course development, course revision, online courses, faculty training/support, and service reliability and consistency.

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.

ESSENTIAL FUNCTIONS:

- Provides leadership in the development of strategic approaches for the integration of technology into the educational environments of DVUSD (eSchool, Hybrid/Blended, Brick and Mortar, Tech Rich campuses).
- Provides leadership and innovation for enhancing teaching and learning through the identification, evaluation, adoption, and integration of effective educational innovations into the curriculum.
- Provides administration for eSchool and support for the faculty teaching in this medium (eSchool, Blended on campus, brick and mortar); coordinates all ongoing activities associated with delivering all models of eSchool courses; and

serves as liaison to students, faculty, student services, and DVUSD's educational leadership.

- Works collaboratively and effectively with faculty throughout DVUSD to provide pedagogical and technical consulting to design, develop, and implement instructional content, courses and projects that enrich teaching and learning through the use of technology in online, hybrid/blended and traditional courses, including the integration of student learning outcomes.
- Coordinates trainings and workshops covering new technologies that support the faculty and learners.
- Partners with the academic team involved with the planning of instructional technology resources, focusing on the pedagogical use of various instructional technologies needed for online and face-to-face course deliveries.
- Researches best practices for Online and Blended education.
- Works closely with Curriculum, Instruction & Assessment Specialists and campus faculty to continuously assess Online and Blended education initiatives and outcomes.
- Leads online processes and IT related services involving instructional designers, trainers and informational technology and multimedia specialists, librarians, and others involved with academic support services.
- Collaborates with Principals and Senior Leadership, Information Services & Technology (IS&T), and others within DVUSD to infuse technology into all educational areas and levels within DVUSD.
- Provides administrative and technical support for all instructional technology to improve learning outcomes, facilitate technology-rich teaching, and advance curricular innovation.
- Formulates and provides a professional development program designed to support faculty in the design, development and delivery of curriculum and instruction using computer-mediated communications, cognitive and interactive media tools, and sound research-based course design for both local and distance learning opportunities.
- Develops and maintains an online repository of resources to provide information on current best practices, innovations, and emerging trends for faculty and students (e.g. tutorials, interactive programs, websites) to promote sharing of resources.
- Engages the academic community in the exploration, discussion, and assessment of educational technology and works collaboratively across DVUSD to leverage and expand existing efforts into an intentional program of faculty support.
- Maintains awareness of best practices, emerging technologies and new potentials in educational technology that may be adopted as new and emerging instructional media, technologies, pedagogies and practices.
- Establishes baseline data; tracks/records attendance at faculty training workshops; maintains course log by faculty by departments; analyzes outcomes based on training, service, and support provided to faculty; and monitors progress to achieve goals.
- Maintains appropriate records and data to produce monthly performance reports, annual performance reports, and external reports.
- Maintains compliance with ADE, eRate, and CIPA requirements.

- Coordinates with DVUSD's Information Systems and Technology (IS&T) to ensure adequate technology infrastructure to meet goals of technology-enhanced curricula.
- Participates in relevant DVUSD policy and planning committees and meetings.
- Represents the online and distance learning interests of DVUSD in regional and state meetings.
- Reviews, maintains and evaluates the eSchool budget.
- Assists with the development, implementation and monitoring of related policies and procedures in collaboration with DVUSD Senior Leadership.
- Assists with the process for systematic review and evaluation of the educational technology and curricular innovation adopted by DVUSD, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions.
- Supports the values and institutional goals as defined in DVUSD's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.
- Maintains the Curriculum, Instruction & Assessment pages on the district website.
- Supports and coordinates Technology Innovation Projects.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises assigned employees in the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- A strong commitment to the mission of DVUSD.
- Demonstrates significant knowledge of K-12 curriculum.
- Demonstrates knowledge of curriculum development and evaluation.
- Demonstrates knowledge of the rules, regulations and principles of AOI
- Must possess the ability to apply various instructional design approaches to learning content and to professionally design and implement engaging and effective teaching and learning strategies.
- Must possess ability to identify user needs, analyze, and logically organize information.

- Demonstrates excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrates organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to senior leadership, public groups, and/or school board.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have the ability to troubleshoot computer software and technology problems.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates classified personnel in accordance with district and state policies/timelines and certified personnel in accordance with online best practices and program policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Communicates clearly and effectively.
- Demonstrates collaborative problem-solving skills.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.

- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have a valid Arizona Teaching Certificate.
- Valid Arizona Administrative Certificate preferred.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must attain SEI endorsement as required by Arizona Department of Education.

EDUCATION AND/OR EXPERIENCE:

- A Master's degree in Education, Instructional or Educational Technology or a related field with emphasis on teacher education and development, educational technology, or learning and teaching theories from an accredited college or university.
- Substantial relevant experience, minimum of four years, including an appropriate combination of teaching, supervisor, and other administrative experience.
- Candidates must have an understanding of the crucial role academic technologies play in higher education with respect to increasing student access, engagement, and success, and of current issues in online learning in general and in middle/high school in particular.
- Significant knowledge of and experience with current learning management systems and other instructional technologies.
- Experience in designing and developing instructor-led, web-based, and digital media instruction in higher education.
- Experience providing pedagogical and technical consulting for the design, development, and implementation of instructional content, courses and projects, at the assistant director level or above.
- Experience in facilitating the integration of technology into various educational environments of DVUSD.
- Experience in the administration of online courses and the support of faculty teaching these types of courses.
- In-depth knowledge of the Arizona Education Code; the rules, regulations and principles of Arizona Online Instruction, as well as other state and federal laws and regulations regarding curriculum development; academic, career and technical programs; developmental education; student learning outcomes; and assessment of student learning outcomes.
- Demonstrates organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Demonstrates effective supervisory, interpersonal and leadership skills; ability to work independently with little direction.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of trustees.

- Experience of working effectively in a team environment with a customer service focus.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from program stakeholders.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must have the ability to spend several hours per day at a computer.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- 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.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.