



JOB DESCRIPTION

JOB TITLE: **Manager II of Instructional Technology**

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: July 9, 2013
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

The Manager of Instructional Technology provides leadership for enhancing teaching and learning through the identification, evaluation, adoption, and integration of effective educational technology practices to increase student achievement. The manager will provide direction for technology-related professional development, create processes for managing resources and devices, provide input on budgets for technology investments, and liaise with vendor technicians and IS&T to guide teachers, students, administrators, and parents.

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 administrative and technical support for instructional technology to improve learning outcomes, facilitate technology-rich teaching, and advance curricular innovation.
- 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.
- Coordinates with DVUSD's Information Services and Technology (IS&T) to ensure adequate technology infrastructure to meet goals of technology enhanced curriculum.
- Collaborates on relevant DVUSD planning committees and meetings.

- Assists with the process for systematic review and evaluation of the education technology 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.
- 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 PreK-12 teaching and learning through the use of technology.
- Coordinates training and workshops covering technologies that support the faculty, administrators, classified staff, learners, and parents.
- Formulates and provides a professional development program including incentives designed to support PreK-12 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.
- Develops and maintains oversight of 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.
- Employs multiple measures and analyzes outcomes to determine employee technology proficiency, guide training efforts, and monitor progress to achieve goals.
- Supports district initiatives designed to increase student achievement.
- Assures alignment and implementation of technology initiatives that support the district technology vision and DVUSD strategic plan.
- Participates in developing and providing resources that support improved learning with student devices, including processes and end user guidance.
- Systematically communicates pertinent information on instructional technology and program initiatives to internal and external audiences.
- Develops and maintains business relationships to support technology integration, create a pipeline of opportunities for students, and support businesses in the DVUSD community.
- Determines financial needs of the program, develops budgets, and sets timelines to realize district instructional technology targets.
- Supports the delivery of technology-enhanced instruction including the district use of the district's Learning Management System and online curriculum resources.

- Collaborates on the coordination of curriculum adoptions and course building to meet district curriculum needs for online content to support effective digital instruction through on-campus and online delivery.
- Must be accessible throughout the workday for administrators.

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.

SUPERVISORY RESPONSIBILITIES:

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

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Demonstrates significant knowledge of K-12 curriculum.
- 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 organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Must possess the ability to identify user needs, analyze, and logically organize information.
- 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 have an extensive knowledge of computers and strong technology skills, including the ability to troubleshoot problems.
- Must demonstrate flexibility, common sense, and good judgment.
- Must maintain a well-groomed appearance.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.

- 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 group, and/or school board.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses the 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.
- 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.
- Must have a valid Arizona Administrative Certificate.
- 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 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 five years teaching and leadership experience with responsibilities requiring a broad knowledge of district and instructional technology systems and procedures preferred.
- Significant knowledge and experience with current learning management systems and other instructional technologies.
- Experience in designing and developing instructor-led, web-based, and digital media instruction.
- Experience in facilitating the integration of technology into various educational environments.

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 groups of internal and external 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 problem solve technology difficulties.
- 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.