

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Educational Technology	REPORTS TO:	Chief Information and Technology Officer
DEPARTMENT:	Information & Technology Support Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	037
REVISED:	March 10, 2010		

BASIC FUNCTION:

Develop, direct, and oversee the district's Educational Technology team; integrate technology into the curriculum and teaching practices; develop and recommend technology strategies to enhance student learning; monitor the effectiveness of technology instruction; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Direct, manage, and evaluate the operations of the Educational Technology team; provide and implement recommendations for the integration of educational technology into the curriculum. *E*

Direct and oversee the allocation of educational technology funds to ensure appropriate resources and technology are available and are effectively utilized in support of district educational technology plan requirements and recommend future proposals relating to technological advances. *E*

Participate in the development and implementation of policies, procedures and programs regarding educational technology systems; meet with district branch, division administrators, and other district employees to evaluate and discuss the needs for new and/or modified systems and make recommendations to the Chief Information and Technology Officer. *E*

Participate in the development of specifications and the negotiation, administration, and evaluation of contracts for equipment and services; meet with vendor representatives to evaluate products and services and to negotiate the timely and cost effective delivery of hardware, software, and contract services. *E*

Make presentations to the Board of Education, special committees, district representatives, and vendors regarding identified needs, proposed solutions, business strategies, and project status. *E*

Maintain current knowledge of contemporary educational technology in support of district applications. *E*

Train and evaluate the performance of assigned staff; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Provide technical expertise, information and assistance to the Chief Information and Technology Officer regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Chief Information and Technology Officer of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination equivalent to a master's degree preferably in educational technology, and five years of progressively responsible experience in the management and development of educational technology programs, including three years of successful instructional and supervisory experience with technology in an instructional setting.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Project management, including the development of budgets, timelines, and allocation of staff.
Educational technology, application design, and systems architecture.
Administrative practices and procedures within the district.
Principles of business decision-making, public relations and communication.
Planning, organization and direction of the Educational Technology initiatives, systems and operations.
Contemporary educational technology systems, applications and operations.
Regulations and procedures related to assigned areas of responsibility.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Manage internal staff and external consultant and contract staff in a team environment.
Negotiate with external vendors, contract staff, and other district departments.
Make, support, and explain recommendations.
Provide leadership and prioritize projects.
Train and evaluate the performance of assigned staff.
Maintain current knowledge of applicable federal and State laws, district rules and regulations.
Communicate effectively with non-technical staff, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Manage expenditures within an established budget.
Work independently with little direction.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.