

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Program Manager – Educational Technology	REPORTS TO:	Director, Science & Education Technology
DEPARTMENT:	Science and Educational Technology	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	028 AASD
ISSUED:	September 9, 2003		

BASIC FUNCTION:

Plan, organize, develop and implement educational technology services to schools and central offices; provide district-wide leadership and technical expertise in planning and developing technology strategies for use in classrooms to enhance student learning; supervise assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, develop and implement educational technology services to schools and central offices; provide leadership in curriculum development, dissemination and implementation of educational technology strategies. *E*

Coordinate the district's long-range plans for instructional use of technology; review and revise the district's plan to incorporate technology into classrooms. *E*

Work with schools and district offices to develop and implement plans for acquisition of hardware and software related to educational technology. *E*

Publicize district commitments for enhanced student learning utilizing technologies through speaking engagements at schools and through publication of newsletters and other visual aids. *E*

Plan, organize, and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Provide leadership in assessing in-service education needs; plan and develop inservice education activities for teachers and support staff including demonstrations, workshops, orientations, and group meetings; conduct in-service activities for district staff. *E*

Supervise and coordinate the activities of the Technology Resource Unit's certificated and classified staff. *E*

Provide technical expertise, information and assistance to the department director regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the director 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*

Maintain current knowledge of applicable provisions of the district auditing activities of the department. *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*

Develop grant proposals; obtain funding sources for special pilots and projects; establish and maintain positive relationships with business leaders, organizations and groups at the local, state and national levels interested in educational technology and various applications in classrooms. *E*

Monitor assigned budgets for the Educational Technology department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

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

Review existing and pending legislation related to procedural guidelines and the district's Educational Technology Program, and recommend origination, modification, or support of legislative measures. *E*

Review appropriate legislation to assure district compliance with laws and procedures related to fiscal processes and make recommendations on changes which may result in more efficient operation of the District; recommend waivers. *E*

Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, state, and federal agencies and associations to remain current on programs and issues that affect Educational Technology and services; present reports and initial findings as assigned. *E*

Serve as a district wide resource for new and remodeled facilities utilizing new equipment and technologies. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master's degree in a related field and 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:

Modern theories, techniques and methodologies of instruction, school operation and industry standards.

Educational technology facilities and equipment.

Budget preparation and control.

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.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, develop and implement educational technology services to schools and central offices.

Plan, organize and administer the District's Educational Technology program activities for the District.

Provide District-wide leadership and technical expertise in planning and developing technology strategies.

Supervise assigned staff.

Review existing and pending legislation related to procedural guidelines and the District's Educational Technology program and recommend origination, modification, or support of legislative measures.

Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

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.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

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; lifting light objects.

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Job Code 1528

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