



## Director of Instructional Technology

### Job Overview

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The job the Director of Instructional Technology was established for the purpose/s of planning, implementing, directing, and maintaining the district's applications and use of technology within the instructional curriculum; evaluating and providing recommendations regarding complementing classroom instruction with software applications and computer technology; and assisting administrators and teachers.

This job reports to the Executive Director of TLA.

### Essential Functions

- Communicates with parents, employees, administrators, and outside organizations for the purpose of providing administrative support, enhancing program awareness, and assisting with program implementation and conflict resolution.
- Coordinates the design, planning, support, professional development, and implementation of technology use in teaching, learning, and district curriculum for the purpose of improving student learning in all subject areas.
- Directs the development and interpretation of program policy and procedures for the purpose of establishing guidelines needed to effectively and efficiently meet district program goals, while adhering to all relevant regulations and guidelines.
- Develops and manages program-related budget(s) for the purpose of ensuring that software, hardware, and personnel are available to meet program, school site, and district's needs and objectives.
- Directs program assessments for the purpose of ensuring that technology integration for teachers and students meets program goals and district guidelines.
- Directs, analyzes, and evaluates a variety of program-related data (e.g., student assessments, teacher assessments, emerging technology trends, requested applications, systems and hardware, etc.) for the purpose of ensuring availability of technology resources needed to meet student, school site and District objectives.
- Identifies, develops, and reports program-related evaluation results for the purpose of directing student and teacher growth toward effective technology integration, technology literacy, and technology use.
- Manages a variety of program-specific projects and components (e.g., online resources, instructional software, district initiatives, etc.) for the purpose of providing guidance and direction needed to ensure project success.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions and/or representing the district to external individuals and/or organizations.
- Prepares a variety of materials (e.g., reports, memos, letters, procedures, manuals, assessments, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to inquiries for the purpose of providing information and/or directions.
- Serves as liaison to software/hardware providers for the purpose of conveying and/or receiving information and coordinating district activities.
- Supervises employees of instructional technology as needed and/or assigned (e.g. hiring, evaluating, disciplining, etc.) for the purpose of evaluation and professional growth.
- Collaborates with other district department directors to continuously improve communication and learning outcomes for all.



**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.

Generally, the job requires (70) % sitting, (15) % walking, and (15)% standing.

**Qualifications**

**Minimum experience:** Job related experience within specialized field with increasing levels of responsibility required.

**Minimum education:** Master's degree in related field preferred

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Ability to communicate with diverse groups including variety of personality types; maintain confidentiality, meeting deadlines and schedules; setting priorities; attentive to detail; maintain effective working relationships.
- Knowledge of business practices and office procedures including the use of office equipment (calculators, computers, and ability to network for resources for job advancement).
- Ability to prepare and maintain accurate accounting records; memos, and emails; organization skills.

**Required Testing:**

Non- Specified

**Required Certificates and/or Licenses:**

**FLSA Status:**

Exempt

**Continuing Education/Training:**

Non-Specified

**Clearances:**

Criminal Justice Fingerprint/Background Clearance

**Employee Type:**

Not Designated

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