

DIRECTOR, TECHNOLOGY, CURRICULUM, AND ASSESSMENT

PRIMARY FUNCTION:

Under the immediate supervision of the Executive Director, Educational Services, shall provide leadership in all aspects of curriculum, instructional technology, assessment, centralized materials and textbook purchases, District library programs, and information systems.

Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines regarding implementation of Individualized Education Plans (IEPS) and 504 plans.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Learning Leaders work.

ESSENTIAL FUNCTIONS:

1. Provide leadership in the planning and implementation of curriculum, technology, information and printing services for the District.
2. Direct department operations, including assessing technological, telecommunications, printing, and data system needs for the District, evaluation of new equipment, and plans for the purchase, implementation, and maintenance of new equipment.
3. Meet regularly with District technology staff for the purpose on on-going planning and implementation of assistance to the sites.
4. Assist sites and Education Center staff in needs assessment, staff development, and evaluation of assessment, technology and curriculum implementation.
5. Coordinate the development and implementation of the District's Technology Plan including the integration of technology with the instructional goals of the District and with core curricular materials.
6. Manage fiscal resources allocated to the department; oversee eRate funding submissions and compliance; seek resources for the augmentation of training opportunities, funding sources, and collaboration with other educational and/or outside agencies.
7. Ensure that the policies regarding the use of technology and copyright infringement are articulated and followed.

8. Ensure accountability through the sites on the acquisition of and student access to textbook materials, including coordination of Williams Settlement requirements with San Diego County Office of Education.
9. Provide support to the Executive Director, Educational Services in managing complaints about instructional and or library materials.
10. Direct the development, implementation and training of all curriculum adoption, data systems, including District Academic Assessment Data Management System.
11. Coordinate professional development related to adopted instructional materials.
12. Provide assistance, direction, and professional development to principals, teachers, and classified staff on issues related to curriculum, instructional technology, data, and assessment.
13. Supervise the cataloging, circulating and maintenance of instructional media materials circulated centrally.
14. Supervise the selection, purchase, distribution, and budgeting of District textbooks, audiovisual materials, instructional software, library books, and nonprint materials.
15. Supervise the implementation of State Accountability System and District Benchmark Assessments.

Other Duties and Responsibilities

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Executive Director, and the Assistant Superintendent, Educational Services.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively and performance.

EXPERIENCE:

Minimum five years teaching experience in a public school setting. Minimum two years administrative experience. Two years providing technology leadership experience at the district level preferred.

EDUCATION/CREDENTIALS:

Administrative Services Credential required. Masters in Educational Technology preferred.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Current state and federal laws, regulations and other requirements for compliance by the District; project management; budget process; desktop software and hardware; networking; educational and communication technology, and database management.

Ability to:

Plan, organize, and direct the work of others; prepare clear and concise written statements of policy and procedure; communicate effectively in both oral and written form; communicate complex ideas to individuals with less technological skills; think proactively, review implications, predict success and plan for options; organize time; balance multiple tasks, and address issues or projects in a timely manner; establish and maintain cooperative and effective working relationships with District staff, students, parents, outside agencies, community groups and the public; work with a significant diversity of individuals and/or groups; maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

Indoor and outdoor work environment.

Physical Abilities:

Hearing and speaking to exchange information and make presentations.
Lifting books, materials, equipment to execute lessons and presentations.
Seeing to read, prepare and review a variety of activities and to monitor student activities.