



**August 2020**  
**New Job Description**  
**Board Approval Date August 13, 2020**

## Director, 21st Century Learning and Technology Support Services

### Definition

Under the direction of the Assistant Superintendent, Educational Services, the Director, 21st Century Learning and Technology Support Services (Director) is responsible for providing leadership, direction, and staff assistance in 21<sup>st</sup> Century Learning, pre-school through adult education, as well as areas of specially funded projects. The Director must be a strategic thinker with strong communication, organizational, and interpersonal skills, and the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology in the district's curriculum and instruction.

The Director oversees the district's technology department; guides, supports, mentors, monitors, and evaluates technology team members to ensure that each member serves as a strong leader; and creates an environment of shared knowledge and purpose among the technology team.

The Director oversees staff development opportunities to meet the diverse learning needs of staff as it relates to integrating technology into academic programming.

The Director must clearly define the mission of the technology department to ensure all members are unified toward a common goal. The Director works with educational and other school administrators to ensure that the technology program and services meet educational needs as well as the communication needs of the schools and programs. The Director also works with other district-level administrators to ensure that their technology systems and needs are being addressed and supported.

### Essential Duties and Responsibilities

- Develops and implements a strategic vision for the use of technology in the district's academic and infrastructural systems;
- Supports the carrying out of the district's strategic plan;
- Maintains knowledge of and communicates current research findings and forecasts related to the effective use of technology in the educational programs of the district;
- Provides current, cutting-edge information to support decision-making on academic and administrative technology matters;
- Serves as the primary leader for the district's one-to-one computing initiative, develops rollout strategies, plans and conducts teacher training, and communicates with and presents to students and parents;
- Partners with members of the community to articulate mission values and connections between ethics and technology;

- In collaboration with the Assistant Superintendent, Educational Services or designee, oversees professional development of staff on the integration of technology into the curriculum;
- Ensures that all educators have access to the appropriate tools for 21<sup>st</sup> Century Learning;
- Focuses on ensuring that network and other technology resources are used safely and responsibly rather than limiting access;
- Eliminates the status quo in order to implement new technology applications, best practices, and supports;
- Facilitates the implementation of 21<sup>st</sup> Century Learning, pre-school through adult education;
- Supports principal and teacher groups in the implementation of instructional technology and the use of technology to promote 21<sup>st</sup> Century Learning in all classrooms;
- Oversees principal and teacher development of 21<sup>st</sup> Century anchor lessons, meaningful activities, constructed learning experiences, and performance assessments;
- Coordinates a district-wide 21<sup>st</sup> Century Learning Advisory Committee;
- Coordinates technology for all new teachers;
- Oversees all administrative aspects of technology programs and services in the district, including infrastructure implementation and maintenance, support of educators, and support staff in the use of hardware, equipment, and management;
- Evaluates the performance of technology department employees and oversees training and support;
- Oversees the delegated responsibility of designing, developing, analyzing, and enhancing school district programs and applications;
- Effectively allocates and manages resources to support strategic priorities and initiatives;
- Provides leadership in the purchase and acquisition of new technology and equipment;
- Consults with appropriate stakeholders to coordinate, evaluate, recommend and purchase new technology and equipment;
- Possesses the understanding of industry-standard related practices and procedures of regulations and guidelines as they relate to the purchase and use of software, specifically copyright laws and the use of licensed equipment and materials;
- Develops and monitors instructional technology and operations budgets in cooperation with appropriate stakeholders;
- Selects, assigns, trains, and evaluates certificated and classified personnel;
- Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes, and other applicable laws and regulations;
- Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the district's uniform guidelines for certificated personnel evaluation and assessment;

### Required Qualifications:

- Valid California Administrative Services Credential;
- Master's degree;
- Five years of experience in education;
- Two years of experience in coordination, supervision, and/or school administration.

### Preferred Qualifications:

- Doctoral degree;
- Training beyond credential requirements in organization, administration, and staff development.

### Training and Experience:

- Teaching experience at the elementary and/or secondary school level preferred;
- Two years of site principal experience preferred;
- District office administrative experience preferred.

### Knowledge of:

- Process of educational change and human relationships;
- Instructional leadership;
- Effective professional development for adults;
- Educational technology;
- Network infrastructure;
- Principles of organization and management;
- Budgetary and fiscal management;
- The organization and operation of elementary, middle, and high schools.

### Ability to:

- Communicate well, both orally and in writing;
- Plan and organize a variety of projects simultaneously;
- Plan and deliver a quality staff development program;
- Establish and maintain cooperative and effective working relationships;
- Exercise a leadership role to increase group interaction and cooperative planning.

This position will be paid on the management salary schedule, certificated director (currently \$141,355.56 to \$163,523.04), 12 months, 223 days.