

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Director of Educational Technology

**DEPARTMENT:** Administrative Building

**REPORTS TO:** Assistant Superintendent of Teaching and Learning

**Position Summary:** Under the direction of The Assistant Superintendent of Teaching and Learning, The Director of Educational Technology directs all technology work in the district. Responsible for technology staff development and training of staff.

### **ESSENTIAL FUNCTIONS:**

- Direct and supervise all technology functions of the district, providing for the effective use of technology to support the management, business and instructional functions of the district including hardware, software, network, e-mail, network support, hardware support and repair, telephone, Internet, Intranet, and technology.
- Ensure the efficient and effective use of technology throughout the District.
- Direct departmental operations and supervise all Central Technology Department staff.
- Direct and supervise school Technology Specialists.
- Review and streamline all department work flows.
- Develop and implement Technology Plan.
- Prioritize and manage Technology Levy funds to support vision and implementation of the Technology Plan.
- Determine hardware and software purchases, acquisitions, allocations, replacement for all district computers.
- Develop systems and processes for district technology management.
- Develop technology policy and procedures for school implementation of technology programs and Tech Levy expenditures.
- Assess current technology needs, plan and impellent changes, keep informed of technology developments and future impacts on systems, staff, and students.
- Develop and deliver current technology staff development to support program of technology competency in instruction and to encourage effective integration of technology in curriculum integration and implementation of technology benchmarks and goals for staff and students.
- Engage teachers in developing integrated curriculum, instructional strategies, effective classroom configuration and effective equipment use.
- Understanding of technology systems including: Voice/data infrastructure, hardware, operating systems, instructional software, etc. and ability to stay abreast of emerging industry developments.
- Demonstrated ability as a leader/manager, including the ability to reduce and resolve conflicts, set and maintain clear priorities, remove obstacles for others, implement viable solutions to problems, evaluate results, and help others improve performance.
- Demonstrate ability to interact effectively with people in a variety of situations.
- Thorough understanding of technology in instruction and learning, demonstrated ability to providing students and staff with the appropriate technology tools and training needed for effective integration.
- Develop and deliver technology related staff development for classified staff.
- Develop and maintain comprehensive state-mandated District Technology Plan.
- Serve as liaison between District and State and/or ESD partnerships, programs and initiatives.
- Manage State and Federal technology-related grants.

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- Serve as university accreditation adjunct professor for certificated staff in continuing education programs.
- Chair District Technology Levy Committee, District Technology Budget Committee.
- Perform other duties and responsibilities as the Superintendent may assign.
- Use technology for communication, presentations, trainings, and workshops
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position

**QUALIFICATIONS:**

**EDUCATION:** Masters Degree, Administrative Certificate,

**EXPERIENCE:** Five years of increasingly responsible experience in business and finance.

**CERTIFICATES & LICENSES:** Valid Washington State teaching and/or administrative certificate. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**REQUIRED TESTING:** None Specified

**CONTINUING EDUC. /TRAINING:** Maintaining current knowledge of technology programs, curricular requirements, and evaluation frameworks.

**CLEARANCES:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Date