

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SUPERVISOR-INSTRUCTIONAL TECHNOLOGY

DEFINITION:

Under the direction of the Senior Director Information & Technology Services, organize and direct the activities and operations of the Instructional Technology Program; develop, implement and evaluate Instructional Technology used District-wide; train, supervise and evaluate the performance of assigned personnel; develop online technology resources for District staff, students and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and direct the activities and operations of the Instructional Technology program; participate in the development and implementation of departmental policies, objectives and procedures.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Develop online technology resources for District staff, students and parents.
- Develop and manage District-wide training sessions in support of teachers, support staff and administrators; assist teachers in increasing student use of technology.
- Monitor innovative educational technology trends and provide recommendations for potential integration; recommend instructional technology software, multimedia products and other materials, hardware and peripherals.
- Troubleshoot staff account management issues and resolve instructional technology malfunctions involving multiple programs; provide solutions for complex integrations between District electronic resources; ensure electronic resources interact and function effectively.
- Write and edit instructional technology training materials.
- Compile and disseminate information for educational technology grants.
- Create and complete an Instructional Technology needs assessment to determine topics and programs to incorporate into the yearly Technology Professional Development Plan.
- Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.
- Assist in the preparation of the instructional technology department budget.
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Operate a computer, tablet, mobile devices, network systems and assigned software including applicable District electronic gradebook, electronic learning management systems, cloud-based office productivity tools, electronic textbooks and e-learning credit recovery systems.
- Attend a variety of meetings as assigned; serve on committees and assigned Boards as directed.
- Drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: bachelor's degree graduation in education, computer science or related field and three years increasingly responsible experience in the support of instructional technology applications and development of training programs.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Master's Degree with specialization in Curriculum or Educational Technology.
- Valid California Teaching Credential.
- Successful teaching experience in public or private schools, college or other instructional facility.
- Successful experience in planning and implementing staff development.

Knowledge of:

- Management of assigned programs and functions in support of the Instructional Technology program.
- Principles and practices of supervision and training.
- Instructional methods and principles to effectively integrate technology resources into classroom environments.
- Applicable laws, codes, regulations, policies and procedures relating to technology and education.
- Write technology based grant applications and track grant requirements.
- Plan and implement staff development programs technology
- District Administrative Regulations and Board Policies relating to technology.
- Operation of a computer, related devices, network systems and assigned software.
- Video conferencing systems and equipment.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Public speaking and oral presentation techniques.

Ability to:

- Organize and direct operations and activities of assigned Instructional Technology programs, functions.
- Direct the development and implementation of staff development activities as assigned.
- Train, supervise and evaluate the performance of assigned staff.
- Create new online training resources and update multiple District technology webpages.
- Create and complete Instructional Technology needs assessments.
- 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.
- Compose clear and accurate correspondence.
- 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 records and reports related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and give presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 9/27/05

Board Approved: 3/22/99, 10/3/05

FLSA Status: Exempt

DRAFT