

Somerset County Public Schools

Job Description

Job Title: Supervisor of Instructional Technology
Department: Curriculum and Instruction
Reports To: Deputy Superintendent
FLSA Status: Exempt
Prepared By: Beth Whitelock
Prepared Date: May 6, 2021
Approved By: Superintendent
Approved Date: May 7, 2021
Revised Date: July 7, 2022

I. Summary

Designs, implements, and evaluates the Instructional Technology Program of the school district by performing the following duties.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Director of Schools or the Superintendent.

- Perform administrative duties associated with instructional technology integration and professional development activities.
- Reviews and recommends instructional technology software and curriculum.
- Establishes learning objectives consistent with the instructional technology program of the school district.
- Recommends assessment tools as related to technology instruction.
- Models to users a variety of teaching techniques and strategies to provide active engagement of students and strategies that follow the principles of Universal Design for Learning.
- Conducts observations of teaching staff as requested.
- Evaluates the work of the Technology Assistants at the school level.
- Serves as the point of contact with Maryland Virtual Learning at MSDE.
- Collaborates with other supervisors and teachers on development of curriculum materials, assessments, and instructional strategies and activities including analyzing data and sharing ideas related to instructional technology.
- Reviews and revises continuing professional development courses in the area of instructional technology design and training.
- Maintains accurate and complete records as required by law and Somerset County Public Schools' policies.
- Follows procedures to requisition textbooks and instructional materials.
- Develops and delivers technical training to all employees as requested.
- Collaborates with the Supervisor of Information Technology to ensure software and other technical support for users.

- Maintains list of approved Instructional Technology that is distributed yearly to families.
- Coordinates all MAB Testing and Data Analysis
- Coordinates and Manages the After School Tutoring Program.
- Conducts digital citizenship training.
- Serves on the Student Data Privacy Committee.

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

A Master's degree from an accredited four year college or university in applicable field of education. At least 5 years of successful teaching experience is required.

B. Certificates, Licenses, Registrations

Current Maryland State Teaching Certificate with Administrator I endorsement.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, detailed lesson plans, and procedure manuals as directed. Must have excellent oral and written communication skills. Ability to effectively present information and respond to questions from groups of students, administrators and the general public.

D. Mathematical Skills

Ability to apply concepts of basic arithmetic, algebra and geometry.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Project Management software; Spreadsheet software and Word Processing software. Must be skilled in Google applications. Must have working knowledge of all technology instructional equipment and processes. Proven skill in conducting technology training. Pursues training and development opportunities to expand job knowledge.

G. Other Skills and Abilities

Ability to motivate others to perform well and give performance feedback. Must have ability to provide instruction that reflects multiple perspectives and multi-cultural education.

H. Other Qualifications

Knowledge of the Maryland College and Career Ready Standards and effective evidence based instructional practices is required. Must be dependable. Ensures work responsibilities are covered when absent. Arrives to meetings on time.

IV. 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. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.