

Escondido Union High School District Job Description

Job Title: Director of Educational Technology
Employee Unit: Management
FLSA Status: Exempt
Salary Level: Range 35 (225 days)
Approved By: Board of Trustees
Approved Date: 02/15/00

CERTIFICATES, LICENSES, REGISTRATIONS

California teaching Credential

SUMMARY Manages information through the use of technology and technology resources development; provides leadership in the integration of technology into the secondary curriculum and administers the office of Educational Technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Directs the development and maintenance of a data processing system, including feasibility studies, systems analysis and design, computer programming, conversion of data, information storage and retrieval, management data controls, and all related non-machine interactions.

Prepares and monitors contracts for information services with outside vendors, agencies and districts.

Meets and consults with division and school administrators on the development, maintenance and effectiveness of data processing applications; and develops and maintains effective communications and working relationships with administrative divisions and schools.

Coordinates the preparation of appropriate District information, communications and educational technology plans.

Prepares and administers the Educational Technology budget.

Supervises the evaluation, acquisition, installation, maintenance, and repair of information and communications technology equipment and software.

Coordinates ongoing evaluation and recommends procedures to encourage response to instructional administrative needs for information and communications resources.

Assures the security and validity of District information through the development of security and back-up/recovery procedures.

Performs other duties as required.

SUPERVISORY RESPONSIBILITIES

Manages assigned personnel responsible for planning, acquiring and implementing technology in the learning process. Is responsible for the overall direction, coordination, and evaluation of this

unit. May directly supervise non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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.

EDUCATION and/or EXPERIENCE

Master's degree (M. A.) or equivalent; prior secondary instructional experience preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to comprehend and apply principles of computer programming.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to supervise and manage the planning, acquiring and implementing technology in the learning process.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

The noise level in the work environment is usually quiet.

COMMENTS

As a representative of the Escondido Union High School District, the individual assigned to this position must present a professional appearance and demeanor, demonstrate a commitment to excellence in education and exhibit the ability to develop and maintain effective communication and cooperative working relationships with administrative divisions and schools.