

# MABANK ISD

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**Job Title:** Director of Instructional Technology

**Exemption Status/Test:** Exempt/Executive\*

**Reports to:** Chief Academic Officer

**Date Revised:** 10/09/19

**Dept./School:** Central Office

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## Primary Purpose:

Direct and manage the district's instructional technology program. Develop and implement districtwide technology-based staff development and training programs to facilitate the effective use of technology tools in instructional programs. Contribute to the development of short- and long-range plans for the integration of technology into the instructional program.

## Qualifications:

### Education/Certification:

Bachelor's degree

Valid Texas teaching certificate

### Special Knowledge/Skills:

Knowledge of instructional software applications

Knowledge of technologies available for use in instructional setting

Knowledge of curriculum design and implementation

Ability to develop and deliver technology training to adult learners

Strong organizational, communication, and interpersonal skills

### Experience:

Three years teaching experience

Three years experience working with instructional software

## Major Responsibilities and Duties:

### Staff Development

1. Oversee the development and implementation of a comprehensive staff development plan for the use of instructional technology in the classroom.
2. Provide staff development to teachers and administrators in the use of teaching techniques that incorporate technology in the delivery of existing curriculum.
3. Provide leadership and technical expertise to principals and other district personnel in the planning, implementation, and evaluation of effective instructional technology throughout the district.

### Curriculum Development

4. Work cooperatively with other curriculum development staff to smoothly and effectively integrate technology into the instructional curriculum.

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5. Coordinate the writing of curriculum for technology-based programs.
6. Develop and implement a continuing evaluation of the instructional technology program and implement changes based on the findings.

### **Budget and Inventory**

7. Compile cost estimates used in the budgeting process and administer the instructional technology budget ensuring that program is cost-effective and funds are managed prudently.
8. Coordinate the selection of instructional technology equipment and software. Maintain a database of all instructional software and licensing in the district.
9. Provide expertise in developing bids for purchase, distribution, maintenance, and installation of hardware, software, and other technological equipment and materials used for the instructional programs.

### **Policy, Reports, and Law**

10. Assist in the development of policies and procedures regarding technology issues.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
12. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
13. Follow district safety protocols and emergency procedures.

### **Personnel Management**

14. Select, train, supervise, and evaluate instructional technology staff and make recommendations relative to assignment, retention, discipline, and dismissal.
15. Develop training options and improvement plans for instructional technology personnel to ensure best operation of programs.

### **Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of campus technology specialists.\*

### **Working Conditions:**

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals; standard instructional equipment

**Posture:** Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

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**Environment:** Frequently work prolonged or irregular hours. Frequent districtwide travel.

**Mental Demands:** Work with frequent interruptions. Maintain emotional control under stress.

*\*This position will not meet the executive exemption test if the employee supervises fewer than two full time employees.*

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_