

School AdministrationSupportive Administration and Supervisory PersonnelSupervisor of Instructional Technology Job Description

Qualifications:

1. Bachelor's Degree in Education. Master's preferred.
2. Teaching experience in a K-12 setting.
3. Background in computer technologies.
4. Demonstrated leadership and facilitation skills.
5. Good communication and organizational skills.
6. Ability to analyze, interpret, and synthesize numerical data.

Reports to: Director of Curriculum and Instruction

Performance Responsibilities:

1. Provides leadership in designing and communicating initiatives involving the use of instructional technology, development of effective technology skills, and provides for engaged student learning that will lead to higher student achievement.
2. Works with certified staff to effectively integrate the use of instructional technology to support teaching and learning.
3. Coordinates the selection of technology software and hardware, computer migrations, and assess instructional needs as they relate to technology integration throughout the district.
4. Oversees district technology budget.
5. Recommends action impacted by data based information that guides practice in curriculum development and instruction, staff development and training, and student data reporting.
6. Supervises staff associated with student data management and library/media services.
7. Meets regularly with Computer Support Services staff to coordinate district wide technology related initiatives.
8. Coordinates technology related staff development opportunities for district staff and assesses their effectiveness.
9. **Performs other duties as assigned by Superintendent, Administration, or as appropriate to the job assignment.**

Policy Approved: March 17, 2005

Policy Revised: March 18, 2013