

NATIONAL SCHOOL DISTRICT
JOB DESCRIPTION

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JOB TITLE: DIRECTOR OF LITERACIES, EDUCATIONAL TECHNOLOGY & INNOVATION

JOB PURPOSE STATEMENT

Under the general direction of the Assistant Superintendent of Educational Services, the Director of Literacies, Educational Technology and Innovation is responsible for assisting with the development of information literacy, digital resources, outreach, resource development and other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Directs the continuous improvement and innovation of the educational technology program, department, staff, equipment, and procedures.
- Assists with the organization and development of cloud-based resource warehouse.
- Assists with parent education and engagement programs.
- Establish and maintain working relationships with educational technology hardware and software vendors/publishers.
- Serves as a staff liaison for, or as a member of, appropriate committees within the District.
- Provides support and training for all staff in standards implementation, assessment and curriculum technology integration.
- Provide leadership for innovative educational redesign of classrooms.
- Develop a communications system and regularly communicate innovation developments to internal and external stakeholders using multiple platforms including social media.
- Works in partnership with district stakeholders in creating, implementing, sustaining and expanding the district plan for technology.
- Creates and expands strong community, business, educational and private partnerships, alliances and strategies.
- Plans, organizes, implements, and evaluates technology integration practices and student performance across content areas.
- Implements systems, protocols and policies for social media, Federal and State mandates.
- Plans and conducts training for new staff members using District technology such as orientation for new teachers and staff members.
- Manages district and state assessments systems such as SBAC, California Healthy Kids Survey, Physical Fitness testing, ELPAC, and other district assessments.
- Supervises the district report card and data management systems and professional development related to the implementation of those systems.

OTHER JOB FUNCTIONS

- Performs other duties as assigned.

JOB REQUIREMENTS - QUALIFICATIONS

Experience Required:

- At least 3 years successful experience as a school site or district office administrator. Some site administrative experience preferred
- Five (5) years successful teaching experience and leadership
- Increasing levels of experience and responsibility in the areas of project management, implementation and innovation with complex projects
- Experience and expertise in educational data analysis and data-based decision-making
- Experience and knowledge in overseeing instructional program integration of technology into academic content and the delivery of instruction
- Supervising and supporting employees
- Presenting workshops and training

Knowledge and/or Abilities Required:

- Information literacy and libraries
- Curriculum and effective teaching practices
- Second language acquisition
- Dual language immersion programs
- Technology devices, software applications, and procedures
- Federal and state program, funding, and assessment information
- Possess the ability to establish and maintain effective working relationships with administrators, teachers, students, parents, and the community
- Knowledge of and experience in implementing current innovative trends in education
- Communicate effectively with staff, parents, school sites, community members, and government agencies in both oral and written form
- Bilingual preferred

Education Required:

- Master's degree

Licenses, Certifications, Bonding and/or Testing Required:

- Valid California Teaching and Administrative Credential
- Valid Driver's License and Proof of Insurance
- Criminal Justice Fingerprint Clearance