



JOB DESCRIPTION

Assistant Director of Instructional Technology

GENERAL INFORMATION

Title:	Assistant Director of Instructional Technology	Union Status:	Exempt
Department:	Technology	Work Year:	260 Days
Location:	Educational Services Center	Reports To:	Chief Technology Officer
ISBE Classification/Code:	Administrator/EIS Code 107	Evaluation:	Chief Technology Officer
FLSA Status:	Exempt	Supervisory Responsibilities:	None
Benefits Information:		Click Here	

GENERAL RESPONSIBILITIES: The Assistant Director of Instructional Technology has leadership and responsibility in the areas of the Digital Citizenship, Library Program and district-wide Professional Learning. This role is responsible for developing, implementing and supporting a strategic vision for library media services and instructional technology that prepares students for school, career and life; upholds the Illinois Media, Information, and Digital Literacy Standards; and develops and supports professional learning and technology training in support of district departments.

ESSENTIAL FUNCTIONS:

A. District-wide Professional Learning and Instructional Technology

- Create and coordinate professional learning structures and opportunities that advance instructional best practice, instruction design using technology based on SAMR/Triple E, media/information/digital literacies and digital citizenship.
- Lead district professional learning on digital literacy, integration, and instructional design; support best practices using diverse tools and platforms, both virtual and in-person, tailored to district initiatives.
- Collaborate with the Department of Teaching and Learning, Directors, Assistant Directors, Coordinators, and support staff in support of department initiatives with technology integration and media/information/digital literacy standards.
- Supporting designated staff with audio-visual/broadcasting coordination, workflows and guidance for school or district clubs, events and programs.
- Stay current with developments in instructional technology and library information literacy by monitoring relevant media, networking with colleagues, and engaging in professional associations to remain informed about industry trends and news.

B. Library Program Management and Leadership

- Develop and review library curriculum that address media, information and literacy standards, grade level content aligned, and inquiry based learning experiences and coach to elevate instructional practices.
- Oversee development of library collection that aligns with budget.
- Consult with district stakeholders and vendors to design and maintain library spaces.
- In conjunction with school principals, facilitate the hiring process for Library Innovation Teachers.
- Partner with the Director of Instructional Technology to facilitate and plan Library Innovation Teacher Department meetings, collection development, and professional development.

C. General Technology Department Support



JOB DESCRIPTION

Assistant Director of Instructional Technology

- Coordinate Technology Department communications through a variety of channels to District stakeholders.
- Other duties as assigned by the Chief Technology Officer.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Deep knowledge of educational technologies and instructional design
- Knowledge of state standards, laws, and policies related to student privacy, technology, and school libraries
- Knowledge of ISTE, AASL, ISAIL, and Illinois State standards
- Knowledge of current programming, pedagogy, trends and issues in educational technology, school libraries, and research-based, instructional best practices
- Knowledge of technology platforms including Chromebooks and Google Workspace for Education
- Demonstrated skills in facilitation, conflict resolution, and adult learning
- Demonstrated skills in data gathering and analysis, project planning and evaluation
- Ability to make appropriate data-informed decisions
- Ability to facilitate professional learning related to the content area
- Ability to carry out departmental budgets
- Excellent oral, written, and public speaking communication skills
- Ability to use word processing, presentation, video editing, and spreadsheet applications
- High level of interpersonal and collaboration skills
- Have and promote a growth mindset
- Ability to promote and follow Board of Education policies, District policies, building and department procedures

EDUCATION, CREDENTIALS and/or EXPERIENCE:

- Illinois PEL with General Administrative endorsement
- Masters Degree in Instructional Technology or Library Science or related field preferred
- Teacher and Principal Evaluator Modules in Observation and Growth preferred
- Minimum of seven (7) years of school service
- Minimum of two (2) years of leadership experience preferred

Physical Demands and Work Environment:

While performing job duties, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is regularly required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly types using a keyboard. Within the work environment, the employee is exposed to a computer screen and regularly works within an office environment. The employee occasionally works evenings and/or weekends. The employee is occasionally exposed to outdoor weather conditions and regularly works with the use of a personal vehicle. The employee will have contact with the public, which requires appropriate demeanor and apparel. The noise level in the work environment is typically moderate.

The physical demands and work environment described 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.



JOB DESCRIPTION

Assistant Director of Instructional Technology

Reviewed/Revised: April 2023 - Salary and Benefits added June 2026

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.