Director of Instructional Technology Integration

Job Description

PRIMARY FUNCTION
Direct and oversee the integration of technology into the classroom. Develop technology curriculum and select technology-oriented learning tools for classrooms. Assist in the development of online publications or programs. Train teachers, staff and administrators, as needed, in classroom technology. Coordinate the management of instructional and non-instructional school computer networks.

JOB-DUTIES and RESPONSIBILITIES

A. The Director of Instructional Technology Integration shall guide the district in the implementation of technology.
   • Meet with District 205 stakeholders to evaluate current programs, assess needs, and prepare for future implementations.
   • Serve as a member of the District’s Technology and Professional Development Committees and be responsible for writing and updating the District’s Technology Plan and for complying with state and federal requirements related to such plan.
   • Stay current with trends in education and technology to make recommendations for the direction of district technology.
   • Represent the district at area and state technology organization meetings.
   • Attend vendor seminars and training classes and regularly read technical publications and periodicals in order to stay abreast of technological developments.
   • Be familiar with and abide by Federal and Illinois laws, Board of Education policies, district regulations, and school procedures that relate to use of technology.
   • Perform additional/other technology services as assigned by the Superintendent or designee.

B. The Director of Instructional Technology Integration shall manage the overall technology budget used for technology purchases.
   • Guide responsible purchasing for all technology related items.
   • Maintain clear records for accountability and auditing purposes.
   • Guide technology grant funding as opportunities become available including E-rate funding.

C. The Director of Instructional Technology Integration shall oversee the training of District 205 staff in the use of technology.
   • Coordinate instruction and documentation for the effective use of technology.
   • Coordinate instruction to encourage integration of technology into the curriculum.
   • Assist users in the design and maintenance of district and school websites.
   • Train support staff on the use of the student information system software.
   • Establish an environment encouraging creative and independent use of instructional technology.

D. The Director of Instructional Technology Integration shall oversee the data management needs of the district.
   • Guide the standardization of data entry for the student information system, data warehouse, and other district databases.
   • Guide the accurate submission and extraction of data for district, state, and federal reporting.
   • Maintain up-to-date software as related to data management and mining.
   • Work with faculty and staff to develop useful and relevant data reports.
E. The Director of Instructional Technology Integration shall oversee the management and maintenance of the district and school web sites.
   ▪ Guide the creation of web pages to accurately represent the district and schools.
   ▪ Coordinate procedures for timely updates to all web pages.
   ▪ Develop and implement a plan for department and faculty web pages.

F. The Director of Instructional Technology Integration shall supervise all personnel within the technology department.
   ▪ Manage immediate supervision of members of the district technology department, including evaluation.
   ▪ Assist building principals with the supervision evaluation of building technology personnel.
   ▪ Coordinate activities of outside vendors, consultants and trainers.

QUALIFICATIONS

A. Illinois teaching certificate, Technology Specialist (178) and Administrative (75) preferred.
B. Three years of classroom experience is preferred.
C. Working knowledge of curriculum and the alignment of technology with district strategic plans.
D. Demonstrate effective management skills – leadership, planning, budgeting, evaluation and effective communication skills
E. Demonstrate effective staff and public relations skills.
F. Leadership experience in network/computer system management, hardware selection and deployment, system troubleshooting, and system maintenance.
G. Considerable working knowledge of computer operating systems used in the schools.
H. Demonstrate proficient use of standard software packages and student information systems.

SUGGESTED TRAINING AND EXPERIENCE

A. Network certification
B. IT training and certification

REPORTS TO
Assistant Superintendent of Human Resources

EVALUATION
The Director of Instructional Technology Integration is evaluated annually by the Assistant Superintendent of Human Resources. Evaluation is to be based upon fulfillment of duties and responsibilities listed in this job description as determined by observation, review of records and reports, and administrative judgment of the effectiveness and quality of technology services.

TERMS OF EMPLOYMENT
The Director of Instructional Technology Integration is a twelve month position with a renewable contract on an annual basis.

ADDITIONAL JOB CONSIDERATIONS & FACTORS
Necessary travel throughout the district requires the use of a private vehicle and valid driver’s license. Work outside of regular school hours may be required to fulfill job duties and responsibilities.