

**Section:** G Personnel

**Policy Code:** G Job Description: Assistant Director of Educational Technology  
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**Job Title: Assistant Director of Educational Technology**

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**ESSENTIAL FUNCTIONS:**

- Work with the IT Director to direct the development, implementation, and ongoing professional development of Educational Technology in the district.
- Keep the IT Director informed of all aspects of the EdTech office as well as customer issues.
- Supports school and district administrative personnel in their use of technology.
- Design and perform training for school principals and assistant principals on educational technology needs to support their schools and teachers.
- Oversee all aspects of the Educational Technology office of the IT department.
- Work with Educational Technology Specialists (EdTech) and Curriculum department to align support software.
- Work with IT Director to coordinate with district office departments to support software needed by each one.
- Work with IT Director and Information System Specialist to coordinate training for all district personnel on software including but not limited to transportation software, Marathon, School Status, Google Suite, etc.
- Assist the IT department in software implementation.
- Act as liaison between principals/directors and the IT department on software issues.
- Work with EdTech department to support administrative functions of EdTech software.
- Maintain District Website and Media Outlets.
- Oversee School Technology Leader in the development, design, and updates to school's website and social networks.
- Collaborate and assist staff involved in software implementation projects involving admin or educational software.
- Supervise the operation and use of any site-based educational technology to ensure curriculum and instructional alignment and effective use of technology resources at the school site.
- Participate in ongoing professional development through attendance at state and national conferences as well as through a personal learning network.
- Oversee administration satisfaction for technology at the school level.
- Communicate with the administration in-person, through email or chat, and over the phone about concerns and complaints.
- Collaborate with IT team to determine a solution for reported complaints and follow up with administration to ensure resolution.
- Monitor administration satisfaction levels.
- Collaborate with needed personnel to create and submit technology and/or security related grant proposals.
- Assist IT Director in IT department administrative duties as needed.
- Perform such other duties assigned by appropriate authority.

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree, Master's preferred, Instructional/Educational Technology Degree preferred
- Hold at least a valid class "A" MS Educator License or be able to obtain one within a year of hire date.
- Basic knowledge of operational technology is essential (networking, computer repair, etc.)
- Five Years Teaching Experience
- Extensive knowledge, experience, and successful implementation educational technology in a school setting

**SPECIAL QUALIFICATIONS:**

Advanced Technology and Instructional skills are required to perform the essential functions of this position.

**LANGUAGE AND REASONING SKILLS:**

Ability to understand written or oral instructions: read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires you to sit and stand for moderate periods of time and the ability to see and hear.

**WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position typically works in a well-lit, climate controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. The stress level for this position is moderate and the noise level for this position is low to moderate normally.

**TERMS OF EMPLOYMENT:**

This is a 232 days per year position. Salary to be established by school board policy GGBA Level H1.

**EVALUATION:**

Evaluation of this position will be performed by the Information Technology Director.