



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

DIRECTOR OF INSTRUCTION AND EDUCATIONAL TECHNOLOGY

DEPARTMENT/SITE: INSTRUCTIONAL SERVICES

SALARY SCHEDULE: MANAGEMENT (GROUP 02)

LEVEL: RANGE 2

WORK YEAR: 12 MONTHS

REPORTS TO: ASSOCIATE SUPERINTENDENT

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective: May 20, 2021

JOB GOAL/PURPOSE:

To support the Instructional Services Department and school sites to the greatest extent possible to benefit the educational excellence of the District's program, facilities, and personnel.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Support the development and research-based implementation of curriculum, instruction, and assessment
- Promote educational innovation and the improvement of student learning
- Plan and implement professional learning utilizing technology as appropriate
- Coordinate ongoing communication and articulation with the Technology Department
- Provide curriculum leadership and assistance to principals and staff
- Provide instructional technology leadership to facilitate effective technology integration into the instructional program for all curricular areas by implementing a plan of coordinated services
- Advise all staff on selecting and evaluating technology and ensure that the technology supports the implementation of the District's core curriculum
- Assist school staff teams in planning and implementing curricular innovations utilizing technology
- Develop and provide appropriate professional learning and training for program implementation
- Assume responsibility for state and federal reporting such as the School Accountability Report Card, consolidated application, compliance documentation, etc.
- Coordinate all district and state assessment systems
- Assist in developing the annual department budget and related programs
- Work with and lead designated groups and committees including community groups
- Oversee the planning and implementation of summer programs
- Coordinate summer task force work related to curriculum, instruction, and assessment

- Prepare and present reports for the Board of Education
- Supervise and evaluate the performance of assigned staff
- Perform other duties as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- California State Academic Content Standards and State frameworks
- State and local assessments: California Standards for the Teaching Profession and California Professional Standards for Educational Leaders
- Strategic planning
- Grant writing
- District policies and administrative regulations
- Personnel management and training, sound budgetary practices; educational theory, research, and current issues
- Effective managerial skills as they relate to school administration
- Sound principles of learning theory and instructional methodology including structured English immersion assessment techniques for English learners
- The role of technology in education
- Laws and regulations pertaining to federal and state funding opportunities
- Operation of federal and state programs.

Ability to:

- Provide leadership and direction in areas of responsibility
- Identify and analyze problems and propose plausible solutions
- Make decisions and be responsible for those decisions
- Plan, organize, schedule, supervise, and evaluate the work of others
- Diagnose and evaluate language progress of pupils
- Establish and maintain effective working relationships with staff and the community
- Communicate effectively, both orally and in writing, with staff and administration
- Utilize strong organizational and people skills
- Identify and analyze problems and propose plausible solutions
- Make decisions and be responsible for those decisions
- Communicate effectively both orally and in writing with staff, students, parents, and district administration
- Schedule, supervise, and evaluate the work of others

EDUCATION REQUIRED:

- Valid teaching and administrative credentials required
- Master's Degree with an emphasis in administration, supervision, and curriculum development desirable
- CLAD or BCLAD or equivalent desirable
- Experience as a Principal or District Office administrative experience is desirable

EXPERIENCE REQUIRED:

- Minimum of five years of classroom teaching

- Experience in the area of standards, instruction, assessment, instruction of English Language Learners, grants, and special projects.

LICENSE(S) REQUIRED:

- Possession of a valid credential issued by the State of California authorizing service in this position

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview, or work sample) for the job class with a satisfactory score
- After offer of employment, obtain:
- Criminal Justice and FBI Fingerprint Clearance
- Negative pre-employment drug screen test at District's expense
- Pre-employment physical exam at the District's expense
- Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Office environment