



# DIRECTOR - INSTRUCTIONAL TECHNOLOGY

## SUMMARY/SCOPE/GOAL

To coordinate human and technology resources to the greatest advantage of students and District personnel. To effectively assist in the direction of Educational Technology initiatives, especially as they relate to training and support.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's degree from an accredited education institution, Instructional Technology, or related field.
- Minimum of five (5) years successful teaching experience, including an ability to articulate with a variety of grade levels, curricular and stakeholders.
- Four (4) years successful experience training and supporting K-12 technology.
- Two (2) years successful experience coordinating teams and managing technology projects.

#### PREFERRED/DESIRED:

- Master's degree from an accredited education institution, Instructional Technology, or related field.

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Valid Florida driver's license.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Serve as liaison between departments and schools to ensure consistent technology support, especially as it relates to the district's strategic goals and initiatives.
2. Plan, implement and administer instructional technology staff development opportunities.
3. Aid the Assistant Superintendent of Educational Technology in revising and updating the District's Technology and Strategic Plans.
4. Maintains budget for the Instructional Technology division within the Educational Technology Department.
5. Evaluate staff members in the Instructional Technology division in accordance with Brevard Public Schools evaluation processes.
6. Serve as a representative in district committees and cross-functional teams.
7. Remains current on the latest appropriate instructional technology trends and effective training methods as they become available.
8. Manage the development of products and services in support of student achievement and instructional productivity.
9. Coordinate instructional web services to the best advantage of teachers and students.
10. Coordinate distributed media services including automated phone messaging, online surveying and assessing, distance learning and streaming audio/video.
11. Coordinate training for school-based technology specialists and webmasters.

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12. Analyzes and acts on data collected using tools and strategies designed to measure customer satisfaction and quality of service.
13. Facilitate the deployment of effective Web-based strategies that address the communications, public access, service delivery, and instructional functions of the district.
14. Develop annual goals and objectives consistent with and in support of District goals and priorities.
15. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
16. Travel to various school sites in the district.

### **OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Demonstrated leadership skills, written and oral communications skills, extensive knowledge of training techniques, curriculum, and staff development. Ability to collect and analyze data from a variety of sources, evaluate and make recommendations. Ability to work cooperatively and collaboratively with other departments, demonstrate self-discipline and initiative, follow state and district guidelines.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### **EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

### **PHYSICAL REQUIREMENTS:**

#### **(M) MEDIUM WORK**

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Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

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**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites often. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Educational Technology	<b>DEPARTMENT:</b>	Educational Technology
<b>TITLE CODE:</b>	D0212	<b>CONTENT BY:</b>	Russell Cheatham – Assist. Superintendent Educational Technology
<b>GRADE:</b>	29	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	6/22/2021	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	06/04/2021	Developed	Russell Cheatham – Assist. Superintendent Education Technology
1.1	12/6/2021	Updated physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*