



EMPLOYEE NAME: \_\_\_\_\_

Revised: 7/05; 8/05; 11/09; 01/10; 10/11; 10/12; 6/18;11/20 ;02/22

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Director, Instructional Technology	<b>JOB CODE:</b> 643
<b>DIVISION:</b> Technology Services	<b>SALARY SCHEDULE:</b> Technology Services
<b>DEPARTMENT:</b> Instructional Technology	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Chief Technology Officer	<b>PAY GRADE:</b> Rank A (NT01)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in the development, implementation, and evaluation of a comprehensive instructional technology support program.	

### REQUIREMENTS:

1.	Educational Level: Master’s degree required; Specialist Degree with instructional technology concentration preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate preferred
3.	Experience: 5 years teaching experience; 2 years district level instructional technology integration experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; organization; project management; knowledge of instructional strategies; knowledge of technology hardware/software; analytical; math aptitude

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Hires, supervises, and evaluates the Technology Training Integration Specialists.
3.	Assesses and recommends training needs for Technology Training Integration Specialists.
4.	Creates and monitors evaluations of short- and long-range plans for instructional technology (i.e., Technology strategic plan, literacy improvement, consolidated grant application, SPLOST initiative devices, professional development, etc.).
5.	Manages Title II, D, recurring software budgets and maintains district instructional technology training labs.
6.	Develops and coordinates district, local school, and instructional technology professional development.
7.	Represents the district at Georgia Department of Education and National Instructional Technology committee meetings.
8.	Provides information, monitoring, evaluation, and reporting to ensure district compliance with district, state, and federal guidelines and policies.
9.	Collaborates with Curriculum and Instruction and Technology Services to align work, evaluate resources, monitor progress, and solve problems.
10.	Facilitates the implementation of technology standards for students through curriculum development, communication, and teacher professional development.
11.	Coordinates training for new technology initiatives and implements/evaluates technology pilot programs.
12.	Implements and evaluates technology pilot programs.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_