



## ASSOCIATE DIRECTOR OF THE TECHNOLOGY DEPARTMENT

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The role of the Associate Director of the Technology Department at the Eugene School District 4J is to provide support to the Director of Technology by providing a technological focus on improving instructional outcomes, teacher effectiveness, administrative leadership, and District communication with internal and external audiences. In a school district the technology department holds two very important functions 1) operations and 2) instruction. The Associate Director of the Technology Department will provide a vision and direction for the district and school to select and implement technologies that enhance teacher and student productivity and improve performance.

### **Position Summary**

The Associate Director of the Technology Department builds strong, collaborative relationships with constituents, including District and building administrators, faculty and staff and coordinates with Instruction Department administrators and staff to facilitate strategic academic initiatives. They assist in the recruitment and hiring of staff and ensure training and professional development plans are in place; provides technical support; and evaluates employee performance taking necessary action when warranted to correct unsatisfactory performance. The Associate Director works collaboratively with the Instruction Department to evaluate existing and emerging tools for application to academic programs. They collaborate with the evaluation, selection, and implements e-learning and distant learning initiatives. Proactively support the Instruction Department in seeking new technologies to assist academic goals and professional development. They supervise, develop and evaluate the performance of a team of licensed, professional and classified staff. This position serves to support the Director of the Technology Department and may represent the District at local, state, and national meetings/conferences.

### **Supervisory Relationship**

This position reports to the Director of the Technology Department and has supervisory responsibility for license, professional and classified staff.

### **Essential Functions**

1. Improves the instructional technology infrastructure by: working with the district administrators and individual schools to identify resource needs related to instructional technology; negotiate cost and leases with vendors; coordinate their adoption and integration into schools.
2. Works with administration and teachers to aligned curriculum to meet ISTE National Education Technology Standards to prepare students for college and career, and to ensure that students are developing proficiency in applying technology to achieve academic objectives which include State Standards and Common Core testing.
3. Works with District-level instructional leaders to support the use of collaborative technology within interactive settings (e.g., online tutorials, video conferencing, video streaming, virtual and distance learning, and social networking), particularly for students who need course recovery or accelerated academic opportunities.

4. Collaborates in the review, selection, implementation, monitoring, and evaluation of virtual and distance learning initiatives.
5. Develops and maintains external partnerships in the community and at state and national levels to expand technology-related opportunities for District students and staff, including summer technology internships and dual credit for online coursework through community colleges.
6. Manages grant writing and administration by conceptualizing and writing grant proposals for funding to support technology in education.
7. Design, develop, and implements district-wide professional development for administrators and teacher that is focused on enhancing instructional technology in the classroom.
8. Assist with the district's community relations that are focused on technology; such as committees, initiatives, and grant related projects at the University of Oregon, other institutions of higher education, or community groups.
9. Work and collaborate with completing the implementation of the Bond Project and assist with the implementation of technology in the new schools that will open in the coming years.
10. Develops implements and supports both short and long-term District information technology goals and plans.
11. Directs daily operations of instructional technology, analyzing workflow, establishing priorities, developing standards and setting deadlines. Directs department personnel for the purpose of prioritizing project deadlines and ensuring optimal utilization of staff.
12. Analyzes needs and budgets and makes recommendations for updates, replacements or enhancements of hardware and/or software.
13. Manages complex projects with up-to-date information technology knowledge and determines which new technologies are needed to successfully solve problems.
14. Ensures software licensing laws are adhered to.
15. Ensures remote users have access to the District's network.
16. Stays abreast of advances in technology. Prepares written materials (e.g. procedures, system level documentation, reports, memos, letters, budgets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
17. Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
18. Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.

## Required Knowledge, Skills and Abilities

- Ability to lead and manage professional and classified staff.
- Ability to move comfortably between emerging and existing technologies, software, and tools in ways that engages staff, and supports new collaborations that strengthen and integrates District goals towards achievement of desired student learning outcomes.
- Effective oral and written communication skills.
- Budget preparation and management skills.
- Ability to supervise and evaluate staffs' performance.
- Ability to interacting with a wide variety of internal and external stakeholders.
- Detail-oriented with excellent analytical and problem-solving skills.
- Ability to effectively manage time and a variety of responsibilities.
- Knowledge of data privacy practices and laws; experience with windows-based computing environment.
- Ability to articulate strategy and ideas to both technical and non-technical audiences.
- Ability to work effectively with faculty, staff and administrators to develop and implement uses of educational best practices in with the use of technology.

## Minimum Qualifications

### Education

BA/BS Degree in Education, Educational Technology or related field required with coursework in strategic management of technology and innovation, management information systems, database management technology and managerial economics. Master's Degree preferred.

### Experience

- Three-five (3-5) years of successful experience in instructional technology as lead teacher or administrative position working with networked and electronic data systems and implementing technology to support and integrate instruction preferably in a school setting; knowledge of educational computing applications and philosophies and experience with establishing collaborations and partnerships desirable.
- Supervisory experience required.
- Preferred candidates will have a deep knowledge and broad expertise in educational and information technology; the ability to use new technologies and understand how they enhance learning; skill with the implementation and facilitation of educational system programs; an understanding of learning environments and their use of technology; an understanding of budgets and budgeting processes; and the ability to collaborate with a wide variety of stakeholders.

**Work Environment**

Incumbents work in a fast-paced office environment and may be required to work weekends as needed.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	4J MAPS Association
<b>Pay Grade</b>	Grade 13 (12 Mo)
<b>Reviewed by</b>	Sarah Brown, Ed.D Director Human Resources
<b>Approved by</b>	<i>Sarah Brown, Ed.D Director Human Resources</i>
<b>Last revised</b>	04/24/2015