ORANGE UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE DIRECTOR, INFORMATION & EDUCATIONAL TECHNOLOGY

DEFINITION

Under general direction of an Assistant Superintendent, provides leadership and guidance in the implementation of district-wide educational technology. Plan, organize, manage and direct the educational technology and information services activities and functions; coordinate programs relating to K-12 instructional technology, formulate programs and policies concerning information service and technology planning for 21st Century Schools utilizing the Common Core State Standards (CCSS), development, and operations; to supervise, review and evaluate the performance of educational technology and information services personnel; to advise, counsel, and direct the development of information services and technology application to meet user requirements; and to do other related work as directed.

ESSENTIAL DUTIES
- Plan, schedule, audit, supervise and participate in the preparation, implementation and maintenance of the District information and educational technology master plan.
- Assist in the information and educational technology budget planning and expenditure control process to improve the use of technology in classrooms.
- Assist in the planning, development, and coordination of the District's educational technology program as related to implementation of 21st Century Skills, Common Core State Standards (CCSS) and Global Competencies.
- Manage and implement technology grants and related budgets.
- Develop curriculum and training for use of instructional classroom hardware and software.
- Prepare and recommend district-wide instructional goals using appropriate educational technology solutions related to the Partnership for 21st Century Skills (P21) Framework.
- Meet with and advise the elementary and secondary leadership on instructional technology matters that will increase access and implementation of digital technology.
- Perform specialized analysis of electronic video content and instructional media and make recommendations concerning appropriate applications to use/purchase.
- Deliver technology presentations to groups. Conduct and or coordinate District-wide training for elementary and secondary staff on the use and integration of Blackboard, Gradebook and various grade-specific educational software.
- Plan, organize, develop, and present management reports concerning information services and technology development projects, resource utilization, and operational performance.
- Review, analyze, and evaluate information and technology service, and determine the impact on the near and long range planning process for increased student achievement aligned to the Common Core State Standards (CCSS).
- Perform and direct studies and research functions pertaining to long range equipment and staffing needs in the ongoing maintenance of a Wide Area Network.
- Train, supervise and evaluate the performance of information and technology service personnel, and assist them in determining alternative solutions concerning unusual and unforeseen problems and situations.
- Develop or assist in the development of improved information and technology service management systems and procedures.
- Provide, coordinate, and direct the in-service and training of user personnel in information and technology service operational programs.

- Monitor and audit the information and technology services management functions to ensure compliance with established operational procedures and guidelines.
- Perform technical and specialized system analysis and programming management functions.
- Perform information, technology, financial and statistical research studies.
- Participate in advisory and planning committees and groups pertaining to information and technology services.
- Knowledge of AERIES, QSS, and other district related software programs

QUALIFICATIONS
Knowledge of:
Effective use of instructional technology, management skills, current trends and innovative practice with instructional technology related to the CCSS and P21 Framework, software and courseware; organizational operations and procedures; principles, practices and techniques of organization, management, supervision, employee motivation and training; how to use instructional, and multi-media software; interpret and analyze data, effectively use instructional technology resources that have been proven to improve student achievement utilizing the CCSS and performance tasks associated with standards; budget development and oversight; and grant development and evaluation.

Legal mandates, policies and regulations pertaining to information and technology services; Contemporary information and technology service hardware and software systems and equipment; Principles, practices and techniques of organization, supervision, employee motivation and training.

Ability to:
Plan, organize and coordinate all aspects of the educational technology program; communicate effectively both orally and in writing; make sound judgments related to technology usage and applications; prepare and present clear and complete reports and make effective presentations in small and large group settings; work independently; establish and maintain effective working relationships and positive interpersonal skills.

Perform responsible and technical system analysis, and information and technology service planning and direction. Organize, supervise, train and evaluate the work of information and technology service personnel; Prepare and present management reports in a clear and concise manner; Understand and carry out oral and written directions with minimal accountability controls; Establish and maintain effective organizational, public, and community relationships.

PHYSICAL DEMANDS
The physical requirements indicate below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
- Persons performing service in this position classification will exert 20 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work will involve sitting, but will involve walking or standing for extended periods.

- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION
Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:
Four years of responsible information services and/or educational technology management experience, including one year in an educational organization management or supervisory capacity. A minimum of two years teaching experience.

Education:
Possession of a Masters of Arts/Sciences or higher degree from an accredited institution, including emphasis in educational technology, curriculum, computer science, information technology, business management, or a closely related field.
Administrative Credential or Related Administration Experience
Teaching Credential

License Requirement
Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment
Insurability by the District's liability insurance carrier.