



DIRECTOR INSTRUCTIONAL TECHNOLOGY

GENERAL RESPONSIBILITIES

Under the direction of the Chief Academic Officer, the position is responsible for coordinating the implementation of technology into the classroom and curriculum, including the instructional technology program, library media program, online and distance learning programs, Planetarium, and Instructional Resource Center.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Direct instructional technology implementation and integration for the division.
- Provide leadership in the integration of technology in schools.
- Promote the development of programs to enhance instructional technology management and improve K-12 instructional strategies through the use of technology.
- Manage daily operations, and policy and budget development of assigned programs.
- Maintain oversight of the instructional technology program, library media program, Planetarium, and Instructional Resource Center.
- Work collaboratively with instructional coordinators to develop and conduct division-wide staff development for instructional staff.
- Participate in division and departmental strategic planning.
- Interview and recommend candidates to fill instructional coordinator and specialist positions.
- Serve as a point of contact between the Department of Teaching and Learning and the Department of Technology.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of instructional practices, models of service delivery, instructional technology applications, Virginia Standards of Learning, Virginia Standards of Accreditation, and Virginia Standards of Quality; considerable knowledge of research methods and project management techniques; excellent oral and written communication skills; demonstrate the ability to direct professional staff members and manage multiple assignments with critical deadlines; demonstrate the ability to define problems and apply problem-solving techniques

EDUCATION AND EXPERIENCE

Master's degree and a Professional license required with endorsements in Administration and Supervision Pre-K-12. An Ed. S. C.A.S. or doctoral degree preferred. Five years successful experience as a teacher or library media specialist. Three years successful experience as a building-level or central office administrator. A comparable amount of training and experience may be substituted for the minimum qualifications.



PHYSICAL DEMANDS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of a valid Virginia Driver’s License
- Position requires timely and regular attendance

FLSA Status: Exempt	Description: 6/00, 10/19
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