

TITLE: Director, Instructional Technology and Media

QUALIFICATIONS:

1. Master's degree or higher from an accredited college or university.
2. Valid Florida certification or five years experience in educational media.
3. Valid Florida certification in educational leadership or administration/supervision.
4. Expertise and experience in instructional technology totaling at least five years.
5. Interpersonal skills necessary to deal effectively with a variety of people in school and community settings.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Curriculum_

JOB GOAL: To provide leadership and support to staff in the effective use of available and appropriate technology and media to support increased student achievement and staff productivity.

ESSENTIAL FUNCTIONS:

- *1. Successfully directs the operation and maintenance of the district ITFS distribution systems, ensuring 90% availability during normal operational hours.
- *2. Analyzes and uses available data to customize quarterly seminars and workshops in instructional technology and educational media for teachers and administration.
3. Plans and directs a system of feedback and assessment of instructional technology and educational media to determine responsiveness and effectiveness in meeting the needs of the district.
- *4. Develops, manages and coordinates processes which support efficient distribution of district technology and media resources in a timely and cost efficient manner.
- *5. Provides information concerning compliance with district standards and state/federal requirements relating to instructional technology and educational media to district staff.
- *6. Develops, in collaboration with the Purchasing Department, the annual district AV Equipment Bid List and provides assistance to district staff in the selection and acquisition of audio visual equipment and technology.
7. Provides leadership regarding current trends, best practices and promising innovations in instructional technology and educational media.
8. Formulates and implements processes to support effective planning for appropriate use of available instructional technologies and educational media district-wide.

9. Provides leadership regarding specification development and revision on technology and media related construction issues.
10. Prepares and administers the budget for the department of Instructional Technology and Media.
11. Performs such other tasks and assumes such other responsibilities as may be required.

OTHER RESPONSIBILITIES:

Performs such related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

PHYSICAL REQUIREMENTS:

Position requires exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or 10 pounds of force constantly to move objects.

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 06-03-03