

TITLE: Assistant Director, Information Technology Magnet Programs

- QUALIFICATIONS:**
1. Demonstrated expertise with information technology subject matter content, information technology industry practices, and development and delivery of information technology certification training through one of the following:
 - (a) A bachelor's degree or higher from a regionally-accredited college or university in information technology, computer information systems, computer science, technology education, or other related field; or
 - (b) currently-valid Florida educator certification in computer science, business education, teacher coordinator of cooperative education, or teacher coordinator of work experience programs; or
 - (c) a minimum of five years of industry experience in information technology and/or the development and delivery of information technology certification; or
 - (d) currently valid industry certification in three or more of the following areas: MOS, Comptia INET +, Comptia Server +, CCNA, MCP, MCSA, MCDST, MCSE, or MCDBA.
 2. Demonstrated proficiency in developing, managing, or providing technology training and instruction in educational and/or industry settings;
 3. Demonstrated proficiency in written and oral communication;
 4. Demonstrated proficiency in grant writing and/or grant administration;
 5. Interpersonal skills necessary to deal effectively with a variety of adults and students in school, community, and industry settings;
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Executive Director, Quality, Continuous Improvement, and Planning or Program Administrator

JOB GOAL: To provide leadership, mission focus, direction, and visibility to the implementation of a comprehensive K-12 technology integration and information technology magnet school program to ensure attainment of magnet project goals.

ESSENTIAL FUNCTIONS:

1. Directs the planning, implementation, and evaluation of a comprehensive K-12 technology integration and information technology magnet school program to ensure attainment of magnet project goals.
2. Administers related federal grant projects, including budgeting, program development, program implementation, reporting, evaluation, and reapplication processes.
3. Recruits students to participate in magnet program to ensure attainment of magnet project goals.
4. Researches and shares information about current trends, best practices and promising innovations in instructional technology, technology integration, and information technology.
5. Provides an ongoing marketing and public communication program to attract qualified teachers and students to the participating magnet schools, and to disseminate the results of the magnet program.
6. Implements the student selection process for the magnet program in collaboration with the school principals, and in compliance and coordination with the District's ongoing school choice program.
7. Communicates regularly with participating school administrators, specialists, and teachers to ensure attainment of project goals.
8. Assists principals and school staff in coordinating the operations of the magnet program with the general education programs at each participating school.
9. Assists principals in selecting qualified instructors and project personnel as needed.
10. Facilitates technology certification testing and related processes for teachers and students as needed.
11. Provides comprehensive needs-based professional development programs for teachers involved in magnet school project.

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 REQUIRMENTS:

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: 12-14-04