

**CLOVIS UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**


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<b>Position:</b>	Director, Educational Technology	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Information Technology Services	<b>Salary Grade:</b>	53
<b>Reports to/Evaluated by:</b>	Chief Technology Officer	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

The Director of Educational Technology provides leadership, vision, and advocacy for District technology initiatives. Working closely with the Superintendent, District leadership, CTO, the Curriculum and Instruction Department and the IT staff, they will direct the District’s technology efforts to ensure the delivery of strategies, solutions, and services that support the organization’s educational and business needs.

**DISTINGUISHING CAREER FEATURES**

This position receives general administrative direction and supervision from the Chief Technology Officer. This position is part of the management structure of the Information Technology Department. The incumbent is responsible for the direction and evaluation of the Educational Technology team as well as the Application Systems and Operation team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works with the CTO to plan, organize, direct, and coordinate activities and services of the Information Technology Services department.
- Serves as a resource to district leadership, administrative teams, departments, and sites in formulating and planning educational and business technology needs.
- Evaluates, supervises, and motivates technology staff members as assigned.
- Keeps current with the latest trends and issues in educational and enterprise technology.
- Attends meetings and serves on committees as appropriate to advise, recommend, and consult on technology related proposals and initiatives.
- Serves as Chairperson of the Technology Plan Committee and is responsible for development, writing, and updating of the District Technology Plan.
- Reports and advises on economic and technical feasibility for new hardware and/or software components and systems.
- Oversees the coordination and implementation of the District’s “Anytime, Anywhere, Anyone Learning” program.
- Works with vendors, consultants, contractors, and other external contacts in the piloting, purchasing, and procurement of equipment and services.

- Develops and administers assigned budgets and approves and monitors expenditures within those budgets.
- Responsible for the coordination of the District's computer refresh program.
- Meets with the board subcommittee on Information Technology and the Chief Technology Officer regularly.
- Performs other duties as assigned that support and compliment the overall objective of the district.

## **QUALIFICATIONS**

**Knowledge and Skills:** The qualified candidate should have a thorough understanding of the fundamental policies and issues that drive school technology in a number of areas including, but not limited to: student information systems, accountability, district technology, user support, budget & finance, contracts and procurement, curriculum, online education, and training & professional development. The candidate should have knowledge of IT infrastructure, networking, servers, and databases and the ability to administer a technically complex department. Experiences using presentation and productivity software They should have excellent communication, collaboration, organizational, and facilitation skills along with a strong orientation towards analytical thinking, creative problem solving and customer service.

**Experience:** The qualified candidate should have 3- 5 years of experience in an educational technology environment with wide and increasing responsibilities in leadership, supervision & evaluation, project management & implementation, integrating instructional technology, budget management, vendor relations, public presentations, training, and end user support. Classroom experience and/or management experience is preferred.

**Education and Training:** Requires a Bachelor's degree from an accredited college or university with major course work in education or technology and 5+ years experience. Administrative credential or equivalent managerial education/training is preferred but additional experience may substitute for some higher education.

**Licenses and Certificates:** An Administrative Services Credential is preferred.

**Working Conditions:** Work is performed indoors where minimal safety considerations exist. Noise levels can be moderate.