

**DIRECTOR OF TECHNOLOGY***Job Summary*

Under the direction of the Superintendent, the Director of Technology and Assessment is responsible for the integration of classroom innovative curriculum strategies to improve the overall quality of education received by students, staff and the school community through the use of technology. To provide a vision for the implementation of use of technology to advance education for the Corcoran Unified School District; supervise Technology department staff and activities.

*Qualifications**Required:*

- Valid Administrative Credential
- Two or more years experience as an administrator
- Thorough knowledge of State and Federally funded projects
- Teaching experience at either elementary or secondary level
- Spanish speaking
- Masters Degree
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice at time of hire)

*Knowledge and Ability*

- Knowledge of local, State and Federal regulations regarding compensatory education programs.
- Knowledge of the Governing Board Goals, Vision and Mission.
- Ability to relate guidelines to implementation procedures.
- Knowledge of the evaluation process.
- Knowledge of budgeting practices.
- Ability to communicate instructions and/or innovative curriculum strategies to teachers, administrators, instructional aides, parents and community members.
- Ability to prepare and interpret statistical data related to student achievement and make recommendations for curriculum/classroom instructional strategy changes to increase student achievement levels.
- Ability to drive a car.

*Essential Functions* of this position, which include, but are not limited to, the following:

1. Coordinate all standardized testing:
  - a. Create testing schedules
  - b. Train test site coordinators
  - c. Supervise the ordering, inventory and security of all testing materials
2. Create a Technology Budget
3. Supervise CALPADS updates and reporting
4. Supervise, direct and monitor work of Technology department and Technology coaches:
  - a. Coordinate all Erate activities
  - b. Coordinate and oversee One to One implementation
5. Work in cooperation with Director of Educational Services to:
  - a. Oversee and monitor instructional strategies effectiveness and implementation
  - b. Oversee and monitor use of technology in light of District curriculum focus and instructional practice
  - c. Professional Development planning and implementation
  - d. Plan, implement and monitor District focused instructional strategies
  - e. Implementation of one to one initiative

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- f. Plan, implement and monitor Common Core and 21<sup>st</sup> Century Learning Skills
  - g. Plan and conduct periodic meetings with curriculum team (Principals, Coaches, and School Leadership Team)
  - h. Regulate effectiveness of regular instructional programs and curricula of the District
  - i. Confers with and assist site principals in curricular and instructional site needs
  - j. Budgets (to include but not limited to):
    - (1) Staff Development
    - (2) Instructional resources
    - (3) Technology
    - (4) Textbooks
6. Perform other duties as assigned.

Physical Requirements of this position, which include, but are not limited to, the following:

1. Mental acuity to effectively manage educational programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of tasks.
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
3. Facility to see and read a computer screen, laws and codes, rules and policies, and other printed matter and related materials, with or without vision aids.
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone.
7. Physical agility to lift, bend, stoop, and to reach overhead.
8. Facility to drive a car.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Days: 219 days/year

Salary: Certificated Management – Director of Technology

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Employee Name (Print)

\_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_