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| Job Title: | Director of Optional Programs and Technology Integration |
| Department: | Administration/Student Services |
| Reports to: | Superintendent/Assistant Superintendent/Academic Services |
| Classification: | Exempt / Certified Staff |
| Employment: | 12 months / Contract |
| Evaluation: | Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of certified personnel. |

SUMMARY

The Director of Optional Programs and Technology Integration oversees the development, implementation, monitoring and evaluation of the district's online learning, alternative learning options, and technology integration programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

1. Directs the development and operation of the district's virtual learning.
2. Collaborates with building administration in the coordination of alternative learning options.
3. Develops and oversees implementation of virtual learning student and teacher supports.
4. Creates and oversees teacher development related to virtual instruction.
5. Collaborates with the academic and special services directors to identify and provide quality educational learning opportunities.
6. Designs and develops online and in-person training to faculty and staff in the use of instructional technologies and educational best practices, instructional resources, and multimedia hardware/software to support teaching and learning.
7. Collaborates with the director of academic services to support instructional coaches to implement district initiatives.
8. Works with the assistant superintendent to develop and implement a strategic vision for the use of technology in the district in both academic and infrastructural systems.
9. Researches virtual and alternative technology instruction best practices and programs.
10. Collaborates with building administrators to identify and support building level technology integration needs.
11. Collaborates with building administrators for training and support of building level technology integration coaches.
12. Coordinates with the technology department to ensure technology integration initiatives are planned, implemented, and maintained.
13. Coordinates the district's instructional technology resources.
14. Coordinates the oversight of the district's learning management system and third party licensed resources.
15. Maintains confidential nature of all school-related matters.
16. Performs other tasks and assumes other responsibilities as assigned by the Superintendent.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

The Director of Optional Programs and Technology Integration must hold a Master's Degree in Education and three years of experience leading instructional change in the area of instructional technology. He or she must have a full knowledge of both state and national technology standards.

Certificates, Licenses, Registrations

Appropriate certification in field including a current Missouri State Teaching License

SKILLS AND ABILITIES

Language

Employee is expected to be proficient in reading, writing, speaking.

Computation

Ability to analyze and interpret multiple sources of data from both formative and summative assessments

Reasoning

Employee is expected to be proficient in investigating, fact finding, problem-solving and interpretation of data.

Technology

Employee is expected to be proficient in various hardware and software essential to the position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Must have close moderate and distance vision ability. Prolonged computer use can be expected.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Travel

This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

Attendance

Regular attendance is an essential component of student learning.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee can expect regular changes in environmental conditions due to travel in the district. Typical classroom environment and rare risk of injury, and exposure to dangers, or disease.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.