



Job Description

Job Title: Director, Instructional Technology

Reports to: Superintendent
Department: Information and Technology
Compensation: EL -6
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: To manage all instructional technology programs, including the resources, budget, operations, and staff. Provide technical assistance to schools and departments in the district. Implement, maintain, and update the Technology plan. Coordinate technology applications with instructional goals through a close interface with appropriate administrators.

Qualifications/Job Requirements:

- A minimum of five (5) years of teaching experience with an emphasis in technology.
- Knowledge and experience in educational technology as a project manager is desirable.
- Demonstrated evidence of successful experience in educational technology in a supervisory capacity.
- Demonstrated knowledge of software, hardware, networking, configurations, and other technological skills.

Education:

- A Bachelor's degree in Education or Education Technology. Master's preferred.

Duties and Responsibilities:

- Work cooperatively with the Director of Training and Professional Development to develop and implement staff development programs and materials to meet specific needs related to the instructional use of microcomputers.
- Provide consultation to district administrators and teachers on planning and implementing curriculum with technology integrated.
- Assist in grant writing, completing needs assessments, preparing evaluative documents, and contributing to district publications.
- Develop, coordinate, and manage instructional technology support, including assessing the district's educational technology needs, implementing program services, and monitoring and evaluating service delivery.
- Provide staff supervision and the direct evaluation of staff in developing and implementing services and programs.
- Organize and chair all meetings of the Technology Steering Committee and serve as liaison with other Tulsa Public School Corporation departments.
- Manage assigned technology-related grants; including identifying needs, writing grant proposals, and monitoring grant implementation.
- Determine that technology purchases adhere to acquisition plan.
- Develop a software selection process.
- Organize and supervise the district network.
- Review and update acquisition procedures and plan.
- Establish Training Center
- Institute preventative maintenance, repair, and safety procedures for school sites and district.
- Work with a grant writing team, grant writer and business/community to establish alternative funding for technology.
- Act as district's technology liaison to the community.
- Determine technology needs and secure materials and equipment.

- Assist schools and departments with long-range technology planning.