SAN LEANDRO UNIFIED SCHOOL DISTRICT
Job Description

DIRECTOR: Instructional Technology, Assessment, Research, and Evaluation

DEFINITION:

Under the general direction of the assistant superintendent of educational services, the Director of Instructional Technology, Assessment, Research and Evaluation will plan, organize and administer technology integration, assessment, research and evaluation activities of the district. The director will promote using data to inform decision-making in the San Leandro School District that supports continuous improvement, and excellence for all students and programs. This position will provide leadership to implement the technology integration mission of the San Leandro Unified School District to incorporate current and emerging technologies into the educational process relating to Common Core Standards, 21st Century Technology, Assessments, Research, and Evaluation. The director will be looked upon to be the visionary and authority on assessment, research, evaluation and technology integration.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Serves as a liaison with the directors in educational services and the Information Technology Department to help ensure that students are provided with a 21st Century learning environment.
- Assist the assistant superintendent in the general organization of technology integration, assessment, research, and evaluation.
- Assist in long and short range planning of professional development and training.
- Evaluation of the technology integration needs for the district, which includes, but is not limited to the training of teachers and administrators around 21st Century Technology software and hardware that impact teaching and learning.
- Perform special projects assigned by the assistant superintendent.
- Regularly visit site administrative leaders and teachers to provide guidance, professional development and coaching in technology integration, assessment and research.
- Analyze established performance objectives and program requirements to develop appropriate specifications and timelines for the development or selection of assessment and reporting activities.
- Develop systems to conduct research and lead evaluation of programs and initiatives.
- Develop processes to evaluate the impact of programing on student achievement.
- Develop the vision of technology integration to support student learning in the 21st Century and mastery of the Common Core State Standards.
- Provide direction to the district on programs, processes, equipment and software needed to further the educational technology vision.
- In collaboration with directors in educational services, provide training on authentic or performance-based assessment, program evaluation, test administration, data analysis and interpretation, and performance reporting.
- Develops and implements professional development and training programs for district and school site staff for the purpose of ensuring user knowledge and productivity.
- Demonstrate initiative, effective organizational skills and the ability to motivate people.

- Develop, implement, evaluate and maintain guidelines, standards and outcomes, short term and long range plans for technology integration.
- Strengthen the use of 21st Century Technology as it relates to common core standards and instruction, evaluates and proposes software for District-wide approval.
- Collaborates with administrators and teachers in composing effective technology-infused, content-based lessons, and supports the teachers as they implement the lessons in their classrooms.
- Summarize, interpret and disseminate current developments in technology integration research through reading of professional journals, participation in professional development and involvement in professional organizations.
- Promotes model instructional practices and the role of technology in them
- Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- Articulates appropriate instructional technology.
- Provides assistance and training to building instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups.
- Collaborates with the IT Department in the evaluation, selection and implementation of instructional technology materials, software, hardware, and policies.
- Communicate with the administrative and supervisory staff regularly about the needs, successes, and general operation of assigned programs and services.
- Visit schools including classroom visitations on a regularly basis.
- Works with directors in educational services to develop and implement technology enhanced curriculum integration projects and assessments.
- Collaborates with education services, IT, school administrators, library media specialists, and staff to ensure infrastructure and tools are available to carry out school technology initiatives.
- Conducts research about advancements in technology tools and resources to inform decision-making.
- Conduct meetings as necessary for the proper functioning of the assessment, planning & evaluation programs.
- Keep the staff informed about current educational research, technology and materials for the improvement of instruction.
- Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Pedagogy and instruction
- Basic computer skills
- Interpersonal skills

- Current educational research, pedagogy, and instruction
- Current educational programs most widely implemented in K-12 California schools
- Applicable laws, codes, regulations, policies and procedures
- District organization, operations, policies and objectives
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Utilize advanced computer programs such as Microsoft Excel
- Perform effectively in a fast paced work environment
- Maintain collaborative relationships with department and school level staff
- Supervise and evaluate the performance of assigned staff
- Demonstrate leadership, management skills, and team building capacity
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Direct the maintenance of a variety of reports and files related to assigned activities
- Work independently and with direction.
- Plan and organize work and the work of employees
- Follow oral and written instructions

EDUCATION AND EXPERIENCE:

- Master's Degree in Education, Educational Leadership, or equivalent
- Minimum of three years teaching experience
- Site leadership experience preferred

LICENSES AND OTHER REQUIREMENTS:

- State Administrative Services Credential
- State Teacher's Credential
- Valid California driver's license and proof of current California auto liability insurance at time of appointment and throughout employment in this classification
- Personal automobile for job-related travel

WORK YEAR: 220 Days

WORKING CONDITIONS:

Work in school, office, classroom, and meeting room settings. Travel between locations required.

PHYSICAL REQUIREMENTS:

Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4