

Sacramento County Office of Education Job Description

Classification Title: Director I, Instructional Technology and Learning

DEFINITION

Under general direction, plans, organizes, facilitates, and manages instructional technology activities and grants for the development and benefit of Sacramento County Office of Education, school districts in Sacramento County, and County Offices in Region 3; acts as the liaison for program and policy level personnel in schools, districts, county and state educational agencies; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director III, Technology Services

SUPERVISION OVER

Professional, clerical and technical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.)

Planning and Technical Assistance

Develops and implements strategic plans for instructional technology and learning resource design and utilization; coordinates the development and enhancement of instructional technology activities for the 10 counties in Region 3 and interacts with regional representatives; participates in the evaluation of new technology and learning resources and communicates that information to the Region; initiates and reviews the development and collaboration of county and regional technical assistance teams.

Program Management

Provides direct oversight for regional and state funded initiatives such as the California Technology Assistance Project (CTAP), Enhancing Education Through Technology (EETT), and Learning Resource Display Center (LRDC); plans and coordinates the distribution of state funded project information and learning resources to administrators, teachers, and students in the ten counties; acts as a resource in these areas; prepares promotional media and other communications related to state funded projects; gives presentations regarding state funded projects to district and school officials and other professional groups; promotes instructional leadership for the ten-county area and the restructuring of teaching methodologies through the effective use of instructional technology; collaborates and plans with institutes of higher education, businesses, and other educational agencies; prepares correspondence, promotional literature, newsletters, and other information materials for distribution to county district staff and Region 3 partners; prepares applications, coordinates, administers, monitors and evaluates state funded projects, as required; administers program policies and procedures; plans and administers program budgets for all local, regional and state funded projects.

Program Support

Oversees operation of SCOE Learning Resources and Library Services; coordinates and monitors the implementation of CTAP and EETT staff development activities for administrators, teachers, and other educators in the ten counties; supports implementation and updates the SCOE Technology Plan; serves as a resource for SCOE Educational Programs to select and implement instructional technology; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a valid California teaching credential; Masters degree in Instructional Technology or Library Science is desirable.

Knowledge of:

The principles of instructional leadership; the maintenance of educational technology programs for K-12 schools; grant management; budgetary control measures.

Skill and Ability to:

Develop measurable goals and objectives and evaluate progress toward achievement; set priorities and make decisions on a variety of complex matters; develop and monitor complex budgets and monitor expenditures; initiate partnerships and collaborations across agencies, both public and private; effectively communicate knowledge and skills to other certificated staff; organize work to meet strict deadlines; plan, coordinate and manage technical assistance and professional development activities; communicate effectively in both oral and written forms; advise and assist schools, districts, and County Offices with the utilization of instructional technology and learning resources; establish and maintain cooperative working relationships with staff, organizational members, grantors and other clients.

Other Characteristics

Possession of a valid California driver's license and willingness to travel.

Approved 6-15-01