INSTRUCTIONAL TECHNOLOGY ADMINISTRATOR

The role of the Instructional Technology Administrator at the Eugene School District 4J is to provide support to the Director of Technology and the Instruction Department by providing a technological focus on improving instructional outcomes, teacher effectiveness, and District communication with internal and external audiences. The Eugene School District 4J Technology Department has two very important functions 1) operations (Network, desktop supports, data) and 2) instructional technology. The Instructional Technology Administrator will provide a vision and direction for the District to select and implement technologies and online resources that enhance teaching and learning in all K-12 classrooms.

Position Summary

The Instructional Technology Administrator builds strong, collaborative relationships with constituents, including building administrators, teachers, and staff, and District instructional leaders to facilitate and implement strategic academic initiatives. They may assist in the recruitment and hiring of staff, as well as ensuring appropriate training and professional development plans are in place for instructional technology integration. The Instructional Technology Administrator works collaboratively with the Instruction Department to evaluate existing and emerging tools for integration into academic programs. They collaborate with the evaluation and selection of online learning initiatives and proactively seeks new technologies to assist academic goals and professional development. They supervise, develop, and evaluate the performance of a team of licensed, professional, and classified staff.

Supervisory Relationship

This position reports to the Director of the Technology Department and has supervisory responsibility for license, professional, and classified staff.

Essential Functions

1. Identify needs, research trends and information, and acquire current instructional technology hardware and applications. This includes negotiating educational pricing with vendors, coordinating acquisition at the school and District level, and coordinating training and professional development.

2. Work with school administrators and Instructional Leadership Teams (TLT) to integrate instructional technology into the curriculum to meet the Common Core and Next Generation State Standards while aligning with the ISTE National Education Technology Standards for Students (NETS*S).

3. Work with District instructional leaders to support the use of collaborative online technology within educational settings e.g., online tutorials, video conferencing, video streaming, virtual and distance learning, and augmented reality.

4. Collaborate in the review, selection, implementation, monitoring, and evaluation of online learning initiatives.

5. Design, develop, and implement professional development for administrators and teachers.
that focuses on strategies and methods for integrating instructional technology in the classroom.

6. Assist with community relations that are focused on instructional technology; such as committees, initiatives, and grant related projects at local institutions of higher education and/or community groups.

7. Direct the instructional technology portion of Bond Projects including consulting on the planning and implementation of classroom technology in the new schools.

8. Direct daily operations of instructional technology and media center staff. This includes analyzing workflow, establishing priorities, developing standards, and setting timelines.

9. Analyze needs and budgets and make recommendations for updates, replacements, or enhancements of hardware and/or software.

10. Ensure educational software, Apps, and online subscription licensing laws are adhered to and current.

11. Stay abreast of advances in technology. Prepare written materials (e.g. procedures, system level documentation, reports, memos, letters, budgets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

12. Performs other duties as assigned.

**Required Knowledge, Skills and Abilities**

1. Ability to lead and manage professional, licensed, and classified staff.
2. Ability to move comfortably between emerging and existing technologies, apps, online subscriptions, and cloud technology in ways that engages staff, and encourages new collaborations.
3. Effective oral and written communication skills.
4. Budget preparation and management skills.
5. Ability to supervise and evaluate staff performance.
6. Ability to interact with a wide variety of internal and external stakeholders.
7. Detail-oriented with excellent analytical and problem-solving skills.
8. Ability to effectively manage time and a variety of responsibilities.
11. Ability to articulate strategy and ideas to both technical and non-technical audiences.
12. Ability to work effectively with faculty, staff, and administrators to develop and implement best practices in the use of instructional technology.

**Minimum Qualifications**

**Education**

- BA/BS Degree in Education, Instructional Technology or related field required with coursework in strategic management of technology and innovation, leadership, project management, assessment, and managerial economics.
- Master’s Degree preferred.
- Valid Administrators License required.
Experience

- Three-five (3-5) years of successful experience in instructional technology as lead teacher or administrative position working with networked and online data systems, implementing technology to support and integrate classroom teaching and learning, and knowledge of instructional technology applications and philosophies.
- Experience with establishing collaborations and partnerships desirable.
- Supervisory experience required.
- Preferred candidates will have a deep knowledge and broad expertise in instructional technology; the ability to use new technologies and understand how they enhance teaching and learning; skill with the implementation and facilitation learning management systems (LMS); an understanding of learning environments and their use of technology; an understanding of budgets and budgeting processes; and the ability to collaborate with a wide variety of stakeholders.

Work Environment

Incumbents work in a fast-paced office environment and may be required to work evenings and weekends as needed.

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