

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**DIRECTOR II, EDUCATIONAL TECHNOLOGY**

**DEFINITION**

Under direction of the Chief, Technology Officer, the Director II, Educational Technology supports the educational programs of the District by directing, managing, supervising and coordinating the implementation of the District-wide educational technology plan.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Direct and provide technical assistance and support to schools in a variety of computer programs and functions.
2. Review curriculum, and coordinate integration of technology into the learning process for all school sites.
3. Collaborate with division managers to develop solutions that integrate computer systems and data sharing.
4. Collaborate with site administrators to help teachers adapt curriculum materials and lesson plans to utilize technology.
5. Coordinate professional learning activities directly related to the integrated use of technology in all content areas, including student demonstration projects, classroom demonstrations, team teaching, and workshops.
6. Coordinate the duties of Digital Literacy Teachers, TOSAs, Curriculum Specialists and Instructional Coaches to implement goals and integrate technology into instruction.
7. Evaluate, supervise and counsel staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
8. Participate on a variety of committees to ensure technology integration in the curriculum and develop technology goals for LCAD and to develop standards for technology use for students and staff.
9. Participate with the selection and training for cloud-based applications and adoption.
10. Act as a liaison with the Facilities Department ensuring technology needs are met during classroom modernization and design projects.
11. Work to set standards for technology use of students and certificated instructional staff.
12. Support virtual schools and online programs and other digital curriculum projects.
13. Collaborate with the Purchasing Department for procurement of technology programs, ensuring data privacy with student information and ensuring network compatibility.
14. Perform need assessments, feasibility planning and other research and make recommendations as appropriate.
15. Coordinate and write grants that fund resources and services for technology.
16. Work to set standards for technology use of students and certificated instructional staff.
17. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
18. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

**QUALIFICATIONS**

**Knowledge of:** Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; applicable State and Federal Framework in all subjects taught and district curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; principles and techniques of educational technology.

**Ability to:** Direct and lead the activities of educational technology; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; incorporate new technology into future plans; comply with the District's customer service standards, as outlined in Board Policy.

**Education:** Master's degree from an accredited college or university in a related field.

**Experience:** Six years of successful teaching experience including three years of successful experience in a management or supervisory position.

**Credential:** Valid California Teacher Credential; Valid Administrative Services Credential.