

Greater Albany Public Schools
Job Description



Director of Innovation and Learning Technologies

Salary Level: \$110,160 - \$121,625

Classification: Administrative

Reports to: Assistant Superintendent

Position Summary: The Director is a creative and dynamic leader charged with developing and implementing a strategic vision in all areas of learning technology for the district. They will facilitate the integration of digital tools and best practices into curriculum and administrative systems. Both a big picture thinker and a hands on implementer, the Director partners with the Director of Technology and engages with administrators, educators, support personnel, parents and students to extend responsible and creative use technology.

The Director must be a strategic thinker with strong communication, organization, and interpersonal skills, the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology in the district's learning and teaching.

The Director oversees the district's Innovation and Learning Technology work team, guides, supports, mentors, monitors and evaluates team members to ensure that each of them serves as a strong leader and creates an environment of shared knowledge and purpose among the team.

The Director oversees staff development opportunities to meet the diverse learning needs of staff as it relates to integrating technology into learning.

The Director must clearly define the mission of the Innovation Learning Team to ensure all members are unified toward a common goal. The Director works with educational and other school administrators to ensure that the technology program and services meets educational needs as well as communication needs of the schools and innovation programs. The Director also works with other district-level administrators to ensure that their learning technology systems and needs are being addressed and supported.

The Director serves on the Assistant Superintendent's CIA Team

Minimum Qualifications:

- Criminal history verification/clearance
- Bachelor's Degree

Essential Functions:

Essential duties of this position include the following and Employees in this position will perform some or all of the following tasks and other duties may be assigned:

1. Partner with the Director of Technology to develop and implement a strategic vision for the use of learning technology in the district both in the academic and infrastructural systems.
2. Support the carrying out of the district's strategic plan.
3. Maintain knowledge of and communicate current research findings and forecasts related to the effective use of instructional technology in the school's educational program.
4. Provide current, cutting-edge information to support decision-making on academic and administrative learning technology matters.

Qualifications: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Evaluate Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Advanced Degree in Educational Technology or related field preferred. Prefer candidates that have held similar leadership roles in former work.
2. Preferably have experience working with mobile learning devices in education.
3. Experience with a range of software, hardware, and operations systems (Windows, Mac, IOS).
4. Proven Record of accomplishment in innovation and learning technology planning and personnel management, ideally in K-12 academic setting.
5. Experience preparing and managing budgets.
6. Proven track record of integrating technology into a classroom setting.
7. Proven track record of effective project management.
8. Strong written and verbal communication skills.
9. Proven track record of supervising and mentoring employees to high performance.
10. Broad knowledge of industry standards and best practices in the use of technology in schools. Including NAIS Principals of Good Practice on Technology and International Society for Technology in Education National Technology Standards (ISTE, NETS).
11. Professional presence and service orientation.
12. Proven track record of thinking big, managing multiple priorities, working with ambiguity and delegating.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel objects, or tools; reach with hands and arms; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works indoors or in offices or school buildings. The noise level in the work environment is usually moderate.

Term of Employment: Not to exceed 233 paid days or as set by negotiated agreement. May include extended contract days or extra-duty assignments. Salary and benefits based on current District Salary Schedule and negotiated agreement.

Candidate Statement: "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

"I have reviewed the above position description and understand its contents."

Candidate Name (Print)

Date

Candidate Signature

Date