TITLE:  **Assistant Director of Instructional Technology**

QUALIFICATIONS:

1. Holds a valid Kentucky Teaching Certificate
2. Has three years experience in a teaching role, educational leadership, or instructional technology coordination
3. Proficient in a wide range of educational tools, learning management systems and instructional applications
4. Knowledge of educational technology trends and emerging technologies
5. Is thoroughly knowledgeable of relevant policies and regulations related to educational technology and student data privacy
6. Has demonstrated the ability to communicate effectively with students, staff, and parents

REPORT TO: Director of Technology

JOB GOAL: Collaborate with educators, administrators, and district stakeholders to develop and implement effective strategies that enhance teaching, learning and administrative processes through the use of technology.

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with school and district leadership to develop a comprehensive technology integration strategy aligned with educational objectives
2. Identify opportunities for using technology to enhance curriculum delivery, student engagement and learning outcomes
3. Plan and provide professional development opportunities on the effective use of technology tools and resources
4. Keep educators updated on the latest trends and best practices in instructional technology
5. Provide guidance on selecting digital resources and online tools that align with learning goals
6. Promote digital citizenship and responsible use of technology among staff and students
7. Educate staff and students about online safety, privacy and ethical behavior in the digital world
8. Oversee data synchronization and data integrity between technology tools - complying with student data privacy regulations (e.g. FERPA)
9. Evaluate the effectiveness of educational technology tools and platforms and make recommendations for adoption or discontinuation
10. Stay informed about emerging technologies that have the potential to impact education
11. Encourage communication and collaboration among teachers, administrators and stakeholders regarding instructional technology initiatives
12. Attend meetings and participate in committees related to instructional technology and curriculum development
13. Create and manage the process for purchase/renewals for district wide products
14. Perform other related duties as assigned by supervisor

TERMS OF EMPLOYMENT:

* Salary
* 12 Months
* Board Approved