

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Director III, Innovation, Technology, and Accountability

QUALIFICATIONS

CREENTIAL: Required Appropriate California Administrative Credential

EDUCATION: Required M.A. or M.S.

EXPERIENCE: Required Three or more years of successful experience in public school work with emphasis on instructional technology, data analysis, testing, evaluation and/or statistics and a minimum of three years of successful administrative experience. Knowledge of the practices of research, assessment, and data quality improvements. Experience working with teachers and school administrators on the collection and use of student academic data to improve instruction.

Desired Chief Technology Officer (CTO) Certification or similar work experience.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent, Educational Services, the Director III, Innovation, Technology, and Accountability coordinates the District's instructional technology efforts, including development and leadership, to expand the scope of technology and digital learning in classrooms; oversees purchase and deployment of all district technology equipment and network infrastructure; oversees and coordinates all contracts related to off-site technology vendors; oversees and acts as the liaison for Student Data Systems, including development of fiscal management, and implementation and evaluation; supervises all aspects of the District's standardized and specialized testing programs related to student achievement; supervises and coordinates design and implementation of district program evaluation processes; and provides assistance with educational research and statistical analysis as assigned.

DUTIES AND RESPONSIBILITIES

As assessed by the Assistant Superintendent, Educational Services, the outcomes of the Director III, Innovation, Technology, and Accountability's job performance will be as follows:

1. The Innovation, Technology and Accountability department and the Technology Services department will be effectively organized, monitored, and directed.
2. A strategic vision for the use of instructional technology and digital learning in the District in both the academic and infrastructural systems will be developed and implemented.
3. The District's strategic plan for technology and digital learning will be developed, monitored, and evaluated.
4. Current research findings and forecasts related to the effective use of technology in the school's educational program will be communicated to appropriate staff and supervisors.

5. Current trends in instructional technology, innovative applications, cybersecurity, internet safety, and best practices will be monitored, analyzed, and recommended.
6. Current trends in accountability shifts will be monitored, analyzed, and recommended.
7. Technology acquisition rollout strategies will be developed; teacher training will be planned and conducted; and program launching will be communicated with and presented to students and parents.
8. Mission values and connections between ethics and technology will be articulated to members of the community.
9. In collaboration with the Educational Services Directors, technology standards and practices within the District's curriculum will be capably aligned.
10. Changes in curriculum design and delivery due to technology will be supported in conjunction with administrators.
11. In collaboration with the Director II, Staff Development and School Improvement, professional development of staff and leadership teams on the integration of technology into the curriculum will be overseen; and, at times, professional development will be directly provided.
12. New technology applications, best practices, and supports will be implemented.
13. Customized tools and programming for reports on state tests, program effectiveness, educational goals, and indicators of success will be created, presented, and maintained for the purpose of in-depth analysis and reporting to stakeholders.
14. State, federal, and district assessment programs will be rendered and appropriate recommendations/solutions for improvement will be submitted to positively impact student achievement.
15. Progress in the attainment of district program goals will be effectively monitored and periodic, comparative assessment information and data reports regarding student achievement/performance will be capably provided as required by the Local Control Accountability Plan (LCAP).
16. Service as a resource to district staff and administration in all areas pertaining to research and evaluation will be capably rendered.
17. Educational research will be competently conducted, and findings and recommendations to assist in curricular and management decision making will be compiled and knowledgeably reported.
18. Compilation and preparation of School Accountability Report Cards to ensure they are properly maintained and updated in a timely manner in accordance with district and state requirements will be capably directed.
19. Assistance in the development of goals for district programs will be capably rendered and baseline achievement accountability data will be knowledgeably established as outlined in LCAP.
20. LCAP goals related to instructional technology will be capably achieved.
21. Data provided, in conjunction with staff, will be capably used to develop appropriate improvement plans.
22. Appropriate support and assistance in the development of presentations or documents for designated personnel and committees regarding LCAP reviews and goals will be capably provided.
23. Liaison services between the District, state, and federal agencies regarding improvement opportunities and/or issues related to district/school performance and accountability will be capably rendered.

24. Timely and effective communications regarding incidents and/or situations which might impact the District, its divisions, and/or its schools will be consistently provided to appropriate district office/school personnel.
25. Active and consistent efforts will be made to maintain or improve the external and internal image of the District, its divisions, and its schools.
26. Third party student online safety systems will be monitored, and work with district departments for appropriate action will be effectively accomplished.
27. Project management for RUSD Innovation Learning Spaces will be appropriately developed.
28. The annual operations budgets for the Innovation, Technology, and Accountability department and the Technology Services department will be developed and monitored, in cooperation with appropriate stakeholders.
29. Annual objectives deemed appropriate by the supervisor will be established.
30. Assigned certificated and classified personnel will be adequately supervised and appropriately evaluated.
31. Other duties assigned by the supervisor will be effectively accomplished.

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