

Santa Rosa County District Schools

**Job Description**

**Director of In-Service & Instructional Technology**

Reports To: Assistant Superintendent for Curriculum & Instruction  
FLSA Status: Exempt  
Department: Instructional Services  
Prepared by: Human Resources  
Date: September 10, 2020  
Job Code: 12060

**Preface:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

**Primary Duties and Responsibilities:**

- Coordinate the planning, implementation and evaluation of instructional technology and library media services
- Coordinate the development, implementation and periodic evaluation of District-wide instructional technology and media program curricula
- Monitor and evaluate instructional technology, Technology Integration Peer Coaches, internet filter monitoring, district web servers and web site, district professional development activities to include learning communities and action research, library media programs and special projects
- Coordinate district STEM related Professional Development
- Coordinate and update annually the Library Media Handbook, the Professional Development System, the Master In-Service Plan, and the District Technology Plan
- Coordinate district mentoring initiatives such as Mentor Teachers, Technology Integration Coaches, Remote Learning support and the TIP Leaders
- Support and provide updated information to school-based In-Service Representatives, Library Media Specialists, Remote Learning teachers, TIP Leaders and Technology Contacts
- Maintain a close working relationship with ITS and the TSS to ensure adequate and appropriate software, hardware and network operability to facilitate district and school programs
- Coordinate program planning to involve District and school personnel, community representatives and students when appropriate
- Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate instructional technology materials and equipment and professional development needed to support these materials
- Coordinate with HR initial training and support for new employees and new administrators

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- Maintain a close working relationship with school administrators to ensure information exchange, coordination of needs, efforts and general support for the decision-making process
- Assist school personnel in initiating and implementing new instructional technology programs
- Coordinate overall aspects of the District's unified instructional media support program to include all audio-visual, print, computer, radio and television services as well as demonstration projects, contracts and grants
- Coordinate instructional computer, video and satellite services to include relative contracted services contracts
- Develop and implement plans for improvement of instructional media services at the District level
- Coordinate and facilitate online Professional Development
- Align instructional technology and media with the District mission and school improvement plans
- Assist in the determination of media equipment needs and requirements
- Assist in the development, utilization, revision and dissemination of instructional materials relative to instructional support programs
- Develop and monitor an articulation plan for instructional technology and media programs.
- Work with appropriate personnel in the planning, modification and construction of school facilities
- Develop and administer cooperative agreements and contracts with other school districts, government and community agencies, and private schools
- Keep well informed about current trends in education
- Assist school principals, as needed, in the recruitment, selection, placement and appraisal of school-based personnel
- Conduct the annual self-study of in-service and training needs with extensive staff involvement
- Coordinate development of the Master In-service Plan to include certificated in-service, classified in-service, Professional Orientation Program, PDCP, in-service institutes plan, and Standards for School Leaders Program
- Direct the collection and dissemination of information relating to in-service, training, media and technology
- Supervise the initiation, implementation and evaluation of in-service components and coordinate the delivery schedule
- Supervise and evaluate teachers on special assignment who are assigned to the Office of Professional Development
- Maintain the required in-service records
- Prepare and monitor the budget for the Professional Development Center
- Supervise teaching certificate extension using in-service points
- Assist with planning leadership development opportunities for administrators
- Participate in the School Board approved selection system to include the job analysis/site analysis
- Coordinate activities through the state and local agencies and partners to facilitate delivery of service
- Coordinate, with Human Resources, the process of professional certification from institutes, alternative certificates, mentoring programs, administrative training and emerging programs
- Provide training programs, group facilitation and major presentation as assigned
- Promote change and support for personal and professional growth for all employees

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- Plan, analyze, organize, design, implement and administer staff development training, workshops, and meetings based on institutional and individual needs and goals
- Select and evaluate theoretical and practical research-based programs and secure appropriate consultants
- Assist in the development of policies and administrative guidelines
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action
- Prepare all required reports, communiqué, and maintain all appropriate records.
- Assist in the preparation of the budget
- Prepare the district PD budget
- Assist in the delivery of Principal and Assistant Principal meetings
- Coordinate activities and equipment associated with classroom based instructional technology equipment
- Perform other incidental tasks consistent with the goals and objectives of this position

### **Supervision Received:**

Assistant Superintendent for Curriculum & Instruction

### **Supervision Exercised:**

District In-Service Representatives and District Library Media Staff  
District Instructional Television Fixed Service (ITFS), Instructional Television (ITV) and Instructional Technology

### **Minimum Qualifications & Skills:**

- Master's Degree or higher from an accredited educational institution.
- Currently hold or eligible for Florida teaching certificate and certification in administration and supervision, educational leadership, or school principal.
- Minimum of eight years' experience in public school education, two of which must have been in administration and/or supervision.

### **Preferred Qualifications & Skills:**

NA

### **Physical Demands**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

### **Terms of Employment:**

Approved Compensation Plan  
Instructional Salary Schedule

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### **Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays