

Position:	Director, Digital and Multimedia Learning	FLSA:	Exempt
Department/Site:	Curriculum, Instruction, Accountability	Salary Grade:	Appropriate Placement
Reports to/Evaluated by:	Assistant Superintendent Curriculum, Instruction, and Accountability	Salary Schedule:	Administrative Management

SUMMARY

To provide leadership and guidance in the development, implementation and coordination of the district's digital, multimedia, and instructional technology curriculum, including the design and implementation of a long-range and ongoing plan for the effective application of 21st Century learning with a commitment to transforming student learning and teacher pedagogy for the purpose of improving student achievement.

DISTINGUISHING CAREER FEATURES

This includes effectively integrating International Society for Technology in Education (ISTE) standards, as well as 21st Century Learning skills into the districts' curriculum and instructional practices. This position will recommend and propose a five-year vision for the integration of technology into daily instruction; initiatives to establish, maintain, and expand student and staff access to quality programs that impact student achievement; development of partnerships with the local community, private industry, and other educational institutions; to design and deploy innovative instructional programs in alignment with the district's strategic plan. This position will provide evaluation and recommendations of digital, multimedia, and instructional technology, online/blended education, and 21st Century learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide leadership in the development, management, coordination, and support of the integration of digital, multimedia, and instructional technology aligned with 21st Century Learning into the District's curriculum and instruction.
- Work cooperatively with administrators and departments to ensure digital, multimedia, instructional technology, and 21st Century Learning activities into the curriculum, instruction and assessment adopted by Clovis Unified School District.
- Collaborate with the departments of Information Technology (IT) and Library Services to establish and communicate a clear, long-range vision of ongoing integration of technology into curriculum and instruction to enhance student learning. Develop a systematic communication system that ensures a responsive and cooperative relationship between digital, multi-media and Instructional Technology.
- Serve as a digital, multi-media, and instructional technology advisor to sites and district committees.

- Recommend policy and management decisions relating to district-wide implementation of digital, multimedia, and instructional technology.
- Coordinate development and implementation of 21st Century Learning integration throughout the grades, providing authentic learning outcomes for students that are tied to the California Content Standards, 21st Century skills and ISTE standards.
- Work with Assistant Superintendents and Informational Technology to direct the Instructional Technology Coach program.
- Develop training materials and ensure that all educators have access to the appropriate tools for 21st century learning to increase the use of digital, multimedia and instructional technologies.
- Support teachers and administrators to increase the understanding of how to use digital, multimedia and instructional technologies to increase student achievement and engagement.
- Coordinate with the Administrators of Curriculum & Instruction to establish a viable and rigorous online/blended professional learning environment for adults.
- Develop and support high school computer science pathways and courses.
- Maintain awareness of best practices, emerging technologies including digital and multimedia that may be recommended for instructional pedagogies and practices. Participate in committees, conferences, workshops, professional learning activities and research to keep abreast of the latest offerings in digital, multimedia, and instructional technology.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of District policies and procedures and the applicable sections of California Education Code and other laws applicable to facilitate the use of digital, multimedia, and instructional technology. Must have a good knowledge of District organization, operations, policies and objectives. Must have good record keeping and general office skills. Requires strong communication skills including telephone technique and etiquette.

Abilities: Requires the ability to perform all of the essential duties of the position with efficiency and effectiveness with only general supervision. Must be able to work collaboratively with District departments, leadership, and school site personnel. Must be able to communicate effectively in a wide variety of settings, often requiring tact, diplomacy and persuasion to achieve results. Requires the ability to prepare routine records, reports and correspondence. Requires the ability to plan and prioritize work in order to meet schedules and timelines.

Physical Abilities: Requires good arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers, speech and hearing to communicate in person or over the phone.

Education and Experience: Requires experience as a classroom teacher. Experience as a mentor to peers in the use digital, multimedia, and instructional technology. Experience as a school site and/or district level administrator is preferred.

Licenses and Certificates: Requires a California Administrative Credential.

