

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR, EDUCATION TECHNOLOGY

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, the Director will support and provide opportunities for teachers and administrators to access instructional technology materials. Plan, organize, and direct technology training for teachers and administrators. Provide overall direction and technical expertise, information and assistance to school districts regarding instructional technology materials and pedagogical methods and strategies.

REPRESENTATIVE DUTIES:

Provide collaborate learning and meeting opportunities for county-wide Teachers on Special Assignment (TOSA) to develop and support the exchange of shared knowledge and expertise;

Develop and provide multi-level training opportunities, from beginning user orientation to advanced techniques, and support for county educators (staff/teachers/administrators) to maximizing learning and engagement through the use of appropriate educational technology tools;

Provide training and support for administrators and teachers in the use of Student Assessment Systems, including creating Common Core aligned assessments and analysis of data to inform instruction;

Assist district instructional staff, including but not limited to Teachers on Special Assignment (TOSA) and/or Content Specialists in the design, use, and acquisition of instructional technology;

Develop, coordinate and facilitate a series of technology-oriented classes and institutes;

Attend and represent VCOE at technology conferences, District Curriculum Council meetings, Ventura County Schools Technology Group meetings, and other related state and regional meetings which address technology supported teaching and learning;

Prepare reports as requested by supervisor and districts, provide technology grant writing assistance to districts and departments within VCOE;

Interface with VCOE Technology Services (TS) staff on shared issues and projects;

Assist in the selection and supervision of consultants that support programs under direction of the Chief Technology Officer;

Initiate requisitions and contracts for technology software and consortium purchase opportunities;

Develop and provide training and support in the set-up, integration, deployment and management of learning management systems and online curriculum courses;

Develop and provide training and support in the set-up, integration, deployment and management of computer-based intervention programs, to provide standards based, targeted instruction in math and language arts;

Provide teachers and support staff with ongoing support in areas of educational technology integration, deployment and management;

Provide direction and assistance for account creation and management for hosted and non-hosted curriculum and assessment software systems;

Provide direction and assistance with annual CAASPP testing for VCOE and select districts;

Provide technical support and assistance for reviewing software programs; operate a computer/laptop/tablet to load, run and demonstrate the functions of various instructional and interactive software programs; use various peripherals and instructional technologies;

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to assignment;

K-12 Academic Content Standards, curricula and instructional strategies for implementation of Common Core State Standards;

Current use of technology for instruction, assessment and data analysis;

Coaching/mentoring techniques and strategies; Technical aspects, procedures and practices of program administration;

Basic computer/device operations;

Software applications related to instructional productivity activities;

Curriculum software and assessment systems;

Network and file servers and cloud services;

Modern office practices, procedures and equipment;

Operation of a personal computer/device and knowledge of available software;

Operation of audio/visual equipment, peripherals and other instructional technology hardware;

Correct English usage, grammar, spelling, punctuation and vocabulary;

Public speaking techniques;

Interpersonal skills using tact, patience and courtesy;

Inventory methods and practices.

ABILITY TO:

Disaggregate program data in a meaningful way to guide instructional practice;

Plan, organize and direct assigned programs, budgets, projects and services to school personnel;

Advise, consult, and provide ongoing professional learning, including online learning, to Consortium school district personnel involved in assigned programs;

Research, develop and direct state-funded projects for the County Office;

Work independently with little direction;

Plan and organize work;

Prepare and deliver oral presentations;
Prepare and deliver online/blended courses;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Master's Degree in Education or related field; California teaching credential in a related academic field; experience in staff development in areas of curriculum and technology; and three (3) years of experience in an educational setting.

WORKING CONDITIONS:

ENVIRONMENT:

Subject to inside environmental conditions; and
May be required to work evenings or weekends.

PHYSICAL ABILITIES:

Require vision (which may be corrected) to read small print;
Ability to work at a video display terminal for prolonged periods;
Dexterity of hands and fingers to operate a computer terminal and related office equipment;
Lifting heavy objects weighing up to 50 pounds;
Carrying, pushing, and pulling television and book carts;
Sitting or standing for extended periods of time;
Bending at the waist;
Hearing and speaking to exchange information and make presentations; and
Reaching overhead, above the shoulders and horizontally.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.