

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SUPERVISOR, INSTRUCTIONAL TECHNOLOGY

**SALARY SCHEDULE: ADMINISTRATIVE – E**

**COST CENTER: SCHOOL IMPROVEMENT AND STAFF DEVELOPMENT (9053)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Minimum of five (5) years experience as a classroom teacher.
- (3) Minimum of five (5) years experience using computers, networks, gateways, E-mail, multimedia materials and ITV.
- (4) Experience in teacher training in the use of technology for instructional purposes.
- (5) Demonstrated experience in developing Web Pages.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of computer applications and new technologies. Knowledge relating to operating systems. Ability to produce professional-quality materials for print and electronic dissemination. Ability to work cooperatively with individuals and groups. Ability to communicate effectively, both orally and in writing. Flexibility. Ability to prioritize. Organizational skills. Ability to guide others effectively.

**REPORTS TO:**

Director, Curriculum, Instructional Support and School Improvement

#### JOB GOAL

To provide leadership in the planning, development, implementation and integration of technology in the schools.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist all schools in the design of technology integration plans.
- \* (2) Coordinate the District website.
- \* (3) Assist in the coordination and development of District-related inservice technology training.
- \* (4) Coordinate technology-related grant opportunities.
- \* (5) Act as liaison to Purchasing for sites in the areas of technology purchasing procedures.
- \* (6) Coordinate communication regarding policies and procedures of technology utilization.
- \* (7) Interact with parents, outside agencies, businesses and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (8) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- \* (9) Respond to inquiries or concerns in a timely manner.
- \* (10) Keep the Superintendent informed, through appropriate channels, of potential problems or unusual events.
- \* (11) Work closely with District and school staffs to support school improvement initiatives and processes.
- \* (12) Disseminate information and current research to appropriate personnel.
- \* (13) Keep well informed about current trends and best practices in areas of responsibility.
- \* (14) Maintain expertise in assigned areas to fulfill project goals and objectives.

**SUPERVISOR, INSTRUCTIONAL TECHNOLOGY (Continued)**

- \*(15) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- \*(16) Promote and support professional growth for self and others.
- \*(17) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \*(18) Maintain a network of peer contacts through professional organizations.
- \*(19) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \*(20) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \*(21) Serve on District, state or community councils or committees as assigned or appropriate.
- \*(22) Represent, consistently, the District in a positive and professional manner.
- \*(23) Assist in implementing the District's goals and strategic commitments.
- \*(24) Exercise proactive leadership in promoting the vision and mission of the District.
- \*(25) Set high standards and expectations for self and others.
- \*(26) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(27) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(28) Facilitate problem-solving by individuals or groups.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(30) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 12**

\*Essential Performance Responsibilities