

Job Description: Educational Technology Director

Spiritually

The candidate shall possess characteristics that reflect...

- Acceptance without reservation of the College Heights Christian School's statement of faith.
- A strong, clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Professionally

The candidate shall...

- Be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.
- Be computer literate.
- Have good verbal and written communication skills.
- Be able to interact in a friendly and professional manner with parents, students, and staff.
- Be able to handle multiple tasks simultaneously.
- Possess organizational skills for detailed project assignment.
- Possess disciplined time-management skills.
- Have integrity in dealing with confidential information.
- Have the gift of being flexible and supportive of job assignments.

Personally

The candidate's life shall reflect...

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness to needs.
- The ability to listen and respond to counsel.

Job Purpose

The Educational Technology Director supports and trains faculty, staff, and students in using hardware and software in the learning process. Educational Technology Directors also implement and maintain computer networks as well as technology-based learning hardware and applications.

Essential Job Requirements:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Spiritual Leadership

- Integrate biblical principles and the Christian worldview throughout the workplace.

Professional Responsibilities

- Respond to requests for technical assistance
- Maintain computer and network systems
- Plan for the future of technology needs and growth
- Plan and carry out short and long term technology projects
- Coordinate with appropriate school personnel in use of various technology resources
- Use data to design technology-based instructional strategies
- Assess levels of teacher technology understanding, skills, and integration within the classroom
- Research use of newer technologies in instruction
- Explore web-based or other instructional technology resources
- Provide and offer support for pilot programs
- Develop and review instructional technology practices (Podcast, Blogs, Skype, Apps, Google classroom, ZOOM, etc.)
- Recommend hardware, software, and related resources
- Facilitate or conduct technology-focused professional learning for school and district staff
- Provide follow up to teachers and administrators who participated in professional development
- Train licensed and classified staff in use of appropriate technology resources
- Assist classroom teachers in selecting technology that best fits standards being taught
- Oversee assigned projects and/or program components to ensure compliance
- Write a monthly report to be shared with the Superintendent of Schools focused on instructional technology

Administrative Leadership

- Have the abilities to accomplish the goals and objectives assigned by the school administration and school policy.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Know the procedures for dealing with emergency situations in the school. Assist when the school conducts required emergency safety drills.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.

Additional Duties or Responsibilities

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Perform any other duties that may be assigned by the administration.