

Job Description

Job Title: Supervisor of Instructional Technology
Position Code: 1E57
Job Classification: Exempt

Supervisor: Director of Technology
Pay Grade: 46
Contract Length: 245 Days

Job Summary

Under the supervision of the Director of Technology, this position provides leadership and direction by developing and implementing a strategic vision in all areas of instructional technology for NNPS. This person will collaborate with instructional supervisors, directors and executive directors to coordinate the delivery of instructional technology services and programs for all students, teachers and staff.

Essential Duties

1. Provide leadership and direction in instructional technology initiatives for the division.
2. Provide leadership in the integration of technology in schools
3. Promote the development of programs to enhance instructional technology management and improve K-12 instructional strategies through the use of technology.
4. Leads the development and expansion of all K-12 online learning programs through Canvas, Virtual Virginia, and other identified platforms including developing a timeline, budget, and implementation plan.
5. Works collaboratively with Curriculum and Development Supervisors and Specialists to ensure that virtual content and courses are appropriately vetted by subject matter experts.
6. Coordinates and initiates implementation and support of all digital resources including the expansion of the #GoOpenVa.
7. Assist curriculum instructional supervisors to evaluate and recommend curriculum and instructional materials and/or practices that promote authentic and relevant uses of educational technology tools and practices.
8. Coordinates efforts to design, develop and implement programs that monitor, analyze, and/or enhance division technology integration initiatives.
9. Work collaboratively with the Director of Employee Expertise and the Administrator Learning & Leadership Development Director to develop and conduct division-wide staff development for instructional staff and school administrators.
10. Develop, implement, and evaluate professional development to support instructional staff with successful and innovative strategies for classroom instruction and assessment as it relates to instructional technology.
11. Represent the school division in educational projects and programs at the local, regional, state, and national levels; coordinate and promote division-wide instructional technology initiatives and events.
12. Prepare, administer, and evaluate instructional technology budgets and policies of assigned programs.
13. Supervises Instructional Technology Coaches, Lead Instructional Technology Coaches and the Coordinator of Online Learning Systems for the purpose of evaluation, professional growth to achieve and maintain program integrity.
14. Monitors feedback from faculty, students, and staff to continuously improve educational technology uses and innovation and corresponding delivery methods.
15. Maintain oversight of the instructional technology and online learning programs.
16. Participate in division and departmental strategic planning.
17. Interview and recommend candidates to fill Instructional Technology Coach positions.
18. Serve as a point of contact between the Technology Department and the Teaching and Learning Department.

(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.)

Other Duties

Performs any other related duties as assigned by the Director of Technology.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

- Master’s Degree in Curriculum and Instruction or Instructional Technology related field
- Professional teaching license with endorsements in Administration and Supervision, Ed. S or doctoral degree preferred
- Demonstrated leadership and communication skills
- Thorough knowledge of the principles of curriculum, instruction and assessment as well as the current issues and trends in educational technology
- Ability to effectively guide and train adult learners
- Ability to establish and maintain effective working relationships with all stakeholders

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: Instructional Technology Coaches, Instructional Technology Coach Leads, and Coordinator of Online Learning Systems.

Supervision Received: Director of Technology

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Instructional Technology will be required to follow any other instructions and to perform any other related duties as assigned by the Director Technology or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date