

**Job Title: DIRECTOR OF ASSESSMENT AND EDUCATIONAL TECHNOLOGY**

**Definition:**

Under the direction of the Chief Officer of Assessment, Information and Technology Systems leads and implements the Lancaster School District's Vision to integrate assessment and technology to fully develop the capacity of all stakeholders to ensure the sustainability of District-wide educational systems and processes; develops, supervises and evaluates all district functions in the areas of assessment, related monitoring reports, and other assigned duties associated with school, district, state and federal assessments, provide leadership and guidance in the development and implementation of district-wide educational technology program as it relates to the 21<sup>st</sup> Century Classroom, the Performance Based System and Core Curriculum.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Work collaboratively with District staff and stakeholders to produce achievement results and advance the Performance Based/ Competency Based system.
2. Provides leadership and direction in district-wide technology planning, assessment development, applications development, technology based interventions, and computer operations to increase access to information and facilitate productivity.
3. Assist designated personnel to develop, update, and implement the District/ school technology plan.
4. Identify short and long-term district-wide educational technology needs and develop strategies for systems development and technology acquisition and integration.
5. Coordinates the review, development, and revision of all procedures related to the administration of the local and state assessments and metrics outlined in the LCAP and Single Plans for Student Achievement, including, but not limited, to GATE, CELDT, and PE testing.
6. Work collaboratively with district staff to facilitate district committees for development and/or selection of local assessments, establish assessment schedules and related procedures, collects and interpret data.
7. Work collaboratively with district staff and principals in developing and monitoring the collection of the LCAP/ SPSA metrics and related procedures for administering local and state assessments.
8. Provide technical assistance to district and school administrators in the areas of federal, state, and local accountability measures.
9. Develop a professional learning plan to stay current with state of the art "best practices" for technology infrastructure, educational technology, and blended learning.
10. Plan, develop and support the implementation of technology integrated educational solutions and technology based interventions.
11. Coordinate the development, production, and ordering and use of all local and state assessment materials.
12. Identify, consolidate and integrate new technologies with legacy systems; oversees research and evaluation of hardware and software compatibility, serviceability, design and performance; and recommends vendor contracts covering acquisitions.

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13. Supports and trains library staff and develops long and short term plans for innovative library and research practices aligned with 21<sup>st</sup> century learning goals.
14. Develop and implement departmental goals, priorities and procedures for assessment and educational technologies.
15. Implement a plan for the strategic professional development and training of staff to remain knowledgeable in a rapidly changing field in relation to technology and assessments.
16. Coordinate with Educational services staff on a regular basis to align technology and assessment with district instructional and curricular goals.
17. Prioritize, delegate and supervise technology staff as necessary to ensure highest response to user needs.
18. Direct the continuous improvement of information, technical equipment and systems to maintain pace with current technology methods and district needs.
19. Assist in communicating information to parent and community members about local and state assessments and state and federal accountability.
20. Keep informed of and comply with federal, state, district, and school regulations and policies.
21. Monitor and support all campuses during the administration of local and state assessments.
22. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
23. Prepare for and follow up on educational technology or assessment audits.
24. Assist in the development of district policies, procedures, and guidelines related to technology and assessments.
25. Collaborate with business office to prepare and oversee bid requests, proposals, and vendor contacts related to technology and assessments.
26. Supervise, evaluate staff, and develop a positive working environment.
27. Maintain positive working relationships and communication with students, staff, parents, and vendors.
28. Perform other related duties as assigned.

**Minimum Knowledge, Skill and Ability**

**Knowledge of:**

- Current K-12 instructional practices; principles and techniques of educational technology; principles and techniques for project planning, scheduling and control; emerging trends in educational technology, and management of budget planning and oversight
- Knowledge of technology curriculum for students, user privacy, safety, and cyber bullying prevention and awareness
- Possess understanding of the principles, practices, and analysis of assessments for use at district state and federal level

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- Understand and utilize a variety of systems used to collect, store and report on LCAP and SPSA metrics which are aligned with complete and accurate data reporting

**Skill and Ability to:**

- Achieve and realize compatibility between personal professional goals and District philosophy and curriculum programs
- Supervise, coordinate, and direct classified staff, advisory groups, and other stakeholders  
Communicate clearly and concisely, orally and in writing
- Develop sound strategies to accomplish objectives
- Incorporate new technology into future plans
- Facilitate and lead change
- Establish positive and productive relationships with others
- Comply with District's Strategic Design standards and Board policies

**Training and Experience:**

- Master Degree in Educational Technology, School Administration, or related field
- A minimum 5 Years teaching experience
- A minimum of 2 years experience as a site administrator
- Proven experience in leading and designing professional development
- Current California Teaching Credential and Administrative Credential

**Physical Requirements and Working Conditions:**

- Require vision which may be corrected to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 25 pounds.
- Subject to inside environment conditions.
- Hearing and speaking to communicate with others.
- May be required to work at a computer terminal for prolonged periods.
- May be required to attend periodic evening meetings and/or travel within and out of district boundaries to attend meetings.
- Communicate so others will be able to understand at conversational levels and on the telephone.
- May be required to take and pass a physical examination.
- Valid California drivers' license, proof of automobile insurance, and access to an automobile during the work day
- Must have a valid California driver's license and be insured.
- Utilize own vehicle for transportation as needed.

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**PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping		X	
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling		X	

<b>Lifting</b>				<b>Carrying</b>		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X			X	
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data			X
Organize			X
Write			X
Plan			X
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer			X
Radio	X		