

## DIRECTOR OF EDUCATIONAL TECHNOLOGY AND INNOVATION

### DEFINITION

Provides strategic leadership by integrating emerging and innovative technologies into the educational environment with the District's Strategic Plan and instructional priorities.

### TYPICAL DUTIES

- Directs and oversees program operations including needs assessment, design, deployment and assessment of Educational Technology (EdTech) programs and innovation pilots.
- Directs the analysis and verification of innovative technologies by combining technical expertise with instructional best practices.
- Directs the selection, procurement, and deployment of emerging technology tools and systems.
- Establishes and implements short and long-range departmental goals and objectives and monitors and evaluates program effectiveness.
- Monitors budget and cost controls relative to development and implementation of EdTech programs and projects.
- Partners with executive leadership in the development and alignment of emerging technology initiatives including Artificial Intelligence (AI), adaptive learning, and virtual environments, with the District's Strategic Plan.
- Establishes governance structures, policies, and system architectures for emerging technology programs.
- Establishes feedback loops, timelines, and metrics to ensure initiatives are scalable, sustainable, and impactful for the District.
- Creates emerging technology and AI framework and roadmaps and ensures compliance with federal and state regulations and policies, adherence to ethical standards, data privacy regulations.
- Evaluates associated risks and opportunities to ensure emerging technologies enhance instructional outcomes, streamline operations, and align with District priorities.
- Liaises and collaborates with District offices such as Information Technology Services, Division of Instruction, Office of General Counsel, Procurement, and Human Resources and external stakeholders to align resources, streamline implementation, and maximize District-wide impact of EdTech programs.
- Represents the District with respect to EdTech projects at executive-level meetings, conferences, and Board of Education meetings.
- Monitors market trends and emerging educational technology initiatives and programs
- Oversees training and staff development regarding emerging technology skills and best practices
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Educational Technology and Innovation is responsible for implementing innovative educational technology for the District.

The Senior Administrator, IT Customer Support is responsible for the deployment, implementation, and maintenance of District hardware and software at schools and offices and advises the Chief Information Officer on the technical support strategy for the District.

## SUPERVISION

General supervision is received from the Executive Director of Elementary Programs and the Senior Administrator, IT Customer Support. Supervision is exercised over lower-level support staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- EdTech tools, platforms, and systems
- Best practices for integrating technology into educational settings
- Trends in emerging and innovative technologies in education
- Techniques for effective technology-enhanced learning
- Establishing and implementing technology frameworks and roadmaps
- Data privacy laws and ethical standards in technology use
- AI, adaptive learning technologies, and virtual environments
- Principles of organization, management, systems analysis, and supervision
- Principles of contract law, public purchasing, research, and cost analysis
- Professional services agreements, bidding documents, and contractual requirements
- Budgetary planning and control
- Basic methods of research, cost analysis

### Ability to:

- Align technology and educational initiatives with District Strategic Plan
- Plan, implement, and evaluate technology programs and projects
- Conduct program evaluations
- Keep current with emerging trends and advancements in educational technology
- Analyze present problems, identify potential problems, and develop, evaluate, and deliver possible solutions.
- Evaluate policies, procedures and regulations and develop and implement operating changes to achieve objectives.
- Develop and execute organizational strategies
- Develop bid specifications and evaluate bids from contractors
- Identify internal and external resources to maximize business efficiency
- Communicate clearly and effectively both orally and in writing
- Conduct meetings utilizing consensus building techniques and make effective presentations
- Maintain effective relations with external vendors and stakeholders, District administrators, and the public
- Effectively training staff
- Understand and administer a budget

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree. A master's degree in education, business administration, computer science, or a related field is preferable.

### Experience:

Five years of management experience in information technology, EdTech integration, and/or enterprise-wide technology initiatives. Experience in a school district with an enrollment of at least 10,000 or a large private sector company of 25,000 employees is preferable.

Special:

Possession of one of the following certifications is required and must be kept valid during the term of employment:

Google Certified Innovator  
Microsoft Innovative Educator Expert (MIE Expert)  
Certified Education Technology Leader (CETL)

A valid driver's license to legally operate a motor vehicle in the state of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class  
03-06-25  
LKD