



Job Title: Learning & Innovation Technology Director
Department: Technology & Media
Reports To: Director of Teaching & Learning
FLSA Status: Exempt
Salary Schedule: AA lane 03 (Director I)

SUMMARY

The Learning & Innovation Technology Director plans, directs, and coordinates the work of digital, innovative, and technology-enhanced learning throughout the district. The Director works collaboratively with District and school leaders to develop, promote, and implement a strategic vision for the integration of high-impact teaching and learning practices. The Director leverages the digital products, resources, tools, & educational data systems which best support the plan outcomes and high levels of learning. The Director engages in the PLC process to achieve outcomes which support district and school learning goals, by performing the following duties personally or through the work of their Digital Learning team.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Engages in strategic planning to:

- direct the learning technology work of the district following the industry identified essential skills for learning technology directors (CoSN, NETP, Utah Essential Elements, etc.).
- direct the development of a vision, plan, and communication strategy for learning technology and media use, working collaboratively with appropriate stakeholder groups.

Follows federal, state, and district policy to:

- advocate for, develop, and maintain ethics, policies, and procedures for learning technologies and media.
- manage and maintain the learning technology department's budget.

Maintains instructional focus to:

- identify, select, and promote innovative and transformative practices which support the work of leaders, teams, and teachers in achieving high levels of learning.
- oversee the process for selection and approving learning technology hardware and product/vendor software.
- maintain an inclusive and cohesive process for developing, implementing, and monitoring dynamic, long-range, and systemic learning technology and media goals to achieve identified outcomes.

Leads professional development efforts by identifying needs, providing resources and training, and on-site coaching to increase best practices for use of learning technologies.

Builds and staffs the Digital Learning Team, and provides indirect supervisory responsibility for lab aides and media personnel.

Leadership and Vision

Strategic Planning

- Integrates strategic plans, learning technology and media plans, and other improvement plans to align learning technology goals with interdepartmental goals and objectives, and to leverage learning technology resources.

Ethics & Policies

- Develops, implements, and monitors learning technology policies and guidelines to ensure alignment of learning technologies and media use with district and school identified needs.
- Follows policy to direct selection of new learning technology (hardware and software), media and media services.
- Implements procedures and ethical practices to drive appropriate use and continuous improvement of learning technology and media systems to support learning technology and media responsible use, replacement cycles, and high-impact teaching strategies.
- Promotes employee instruction of privacy, security, and online safety related to the use of learning technology and media.

Understanding the Educational Environment

Instructional Focus

- Identifies, evaluates, directs selection of, models, manages, and promotes appropriate learning technologies, digital curriculum, and media to enhance and support traditional, standards, evidence, and competency-based learning practices that lead to high levels of learning.
- Facilitates the use of learning technologies and media to support and enhance personalized instruction to develop deeper learning, future-ready skill sets, and that prepare learners for college, career, and life.
- Uses multiple methods to identify, select, manage, assess, and evaluate appropriate uses of learning technology and media to collect and analyze data, interpret results, support instructional decision-making by leaders, teams, and teachers to improve instructional practice and the quality of student learning.

Professional Development

- Engages in sustained, job-related, ongoing professional learning to assist district administration, provide support and training, and to integrate instructional technology into district and school-based professional learning communities.
- Assesses staff knowledge, skills, and performance in using learning technology and media and uses the results to facilitate quality professional development and to inform personnel decisions.

- Advocates for, and directs quality professional learning opportunities for leaders, teachers, and other stakeholders for improved learning and teaching using learning technology and media, to include research-based best practices for integrating the high-impact teaching strategies of the district instructional technology model into the district, school, & community

Team Building and Staffing

- Creates and participates in professional learning communities that stimulate, nurture, and support faculty and staff in using technology and media to grow a culture of ongoing training, learning, and responsible risk-taking for learning technology.
- Maintains awareness of emerging learning technologies and works with district and school leaders by communicating current (and future) instructional technology research, tools, and trends to advance organizational improvement.
- Directs and coordinates activities of personnel to ensure learning technology projects progress on schedule, without issues, within budget, and that they are sustainable.

SUPERVISORY RESPONSIBILITIES

This position will have direct supervisory responsibility over the employees in the Digital Learning Team and indirect supervisory responsibilities over computer lab assistants. The Director carries out supervisory responsibilities in accordance with the WCSD policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Demonstrated understanding of high-impact digital teaching and learning strategies, to include best practices and current trends, products, software, tools, and research.

Demonstrated skill in providing professional development for the integration of learning technology to adult learners.

Must have a sound understanding of learning technology development and implementation.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's Degree in Education and a minimum of 10 years related technology experience and training in the essential functions of the position; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an active Utah Professional Level Teaching License with a Technology Endorsement (or equivalent) and an active Utah School Leadership License.

CoSN Certified Educational Technology Leadership (CETL) certification required or must be obtained within one year of employment.

Must have a valid Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers and hands to handle, and reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: Executive Director of Professional Learning & Development		Date: 7/15/2015	
Approved By: Human Resources Executive Director		Date: 7/15/2015	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 10/15/2015
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 8/18/2016
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Assistant Director	Date: 7/01/2018
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Assistant Director	Date: 1/09/2019
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Technology & Media Director II	Date: 5/6/2021
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Director of Teaching & Learning	Date: 5/4/2026

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	