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Position Title: Director of Instruction and Technology  
Qualifications: DPI License as a Director of Instruction and  
the ability to lead and direct the  
Technology Department  
Department: District  
Reports To: Superintendent

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I. Summary:

To assume, in cooperation with the administrative team, the responsibility for planning, organizing, articulating and evaluating the West Salem School District K-12 curricular and instructional program with a focus on the integration of technology, standards based curriculum, ongoing assessments, and the differentiation of curriculum, while providing leadership to the building instructional coaches and instructing the staff with sustained, research based, staff development to focus on the promotion of success for each student.

To provide technical leadership, support and assistance to the district staff and students for software, hardware and network infrastructure for the district's technology.

II. Essential Duties and Responsibilities:

- A. Provide leadership to the building level instructional coaches and curriculum teams in conjunction with the administrative team members in the development of district curriculum aligned to content standards and benchmarks.
- B. Serves as the leader of the instructional coaches and representative to this department on the administrative team to analyze new course offerings, curriculum, staff development and textbook adoptions.
- C. Serves as a member of the District Strategic Leadership group in developing, monitoring, and reporting on Strategic Indicators.
- D. Serves as the Local Educational Agency (LEA) lead regarding state and federal reporting.
- C. Provide leadership in the implementation of the district student assessment system, serve as the District Assessment Coordinator (DAC) and report to the administrative team, staff, parents and school board on an ongoing basis regarding the progress of each student.

- D. Collaborate with the administrative team and staff in the development, implementation, evaluation and reporting of annual school educational goals.
- E. Develop and/or implement a staff development aligned to the district and building educational goals.
- F. Research and author district level grants to enhance the curriculum, instruction and or assessment practices of the district.
- G. Attend appropriate workshops and conferences to remain current in the field of curriculum, instruction, assessment and technology integration.
- H. Coordinate the work of the district curriculum teams.
- I. Help interpret test results and other student achievement and perceptions data.
- J. Evaluate, assess and provide consultation to district staff members regarding the selection of technology equipment and software for instructional and administrative purposes.
- K. Review and approve or deny purchase requests for district technology resources to ensure compatibility and uniformity of equipment.
- L. Provide leadership in the planning, development, articulation, implementation and evaluation of the district's technology program in collaboration with the Curriculum Director.
- M. Assist in the preparation of the district's annual budget as related to technology personnel, services, software licenses and hardware purchases.
- N. Assist in implementing Board policies and/or administrative procedures as well as state and/or federal laws governing student and staff use of technology.
- O. Supervise and direct district computer technicians.
- P. Act as a resource to administrators and staff in the use and applications of technology.
- Q. Establish procedures for technology installation, maintenance and troubleshooting; personally providing such services whenever possible and recommending outside assistance as needed.
- R. Provide for and support a technology Help Desk program for district support needs.
- S. Oversee the process to implement and maintain the district e-mail, firewall and data storage systems and software.
- T. Oversee and manage the contracts and performance of all third-party technology service providers.
- U. Continually review the district's applications and work with vendors to make presentations on upgraded software applications and hardware items.

- V. Represent the district at area meetings and attend conferences which focus on technology in education.
- W. Meet the needs of keeping the district data secure, running and updated through the use of flexible evening and weekend hours as needed.
- X. Perform all such other duties as assigned by the Superintendent.
- Y. Be knowledgeable of and follow all district policies.
- Z. Coordinate the district Professional Development Academy and data retreats.
- AA. Interact with the public and other district employees in a professional and courteous manner.

III. Supervisory Responsibilities:

Administrative Assistant to the Director of Instruction and Technology, Systems Administrators, Technology Integration Specialist, Production Assistant, District Reading Specialist, and consultation with Principals regarding Lead Teachers.

IV. Qualification Requirements:

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.

- A. Education and/or Experience  
Demonstrated leadership in curriculum development, standards and assessments, differentiation of instruction, technology integration, and education technology systems and applications. Masters degree preferred, with a minimum of five (5) years of successful teaching experience, experienced staff developer, current knowledge of assessments practices, standards and benchmarks and ability to link achievement results to program enhancement and curriculum differentiation.
- B. Certificates, Licenses, Registrations:  
Hold current Wisconsin DPI licenses in teaching in core content areas and Director of Instruction.
- C. Language Skills:  
A very high level of skills required. Ability to read, analyze and interpret educational research and professional journals. Ability to take meeting notes, writes drafts of meeting minutes, edit reports, and complete business correspondence. Ability to effectively respond to requests and questions from

groups of staff, school board members, and the general public. Ability to make oral presentations to groups of staff, students, parents and or community members. Ability to lead and direct the district Department of Technology.

- D. Mathematical Skills:  
Ability to read, interpret and develop electronically charts, graphs and spreadsheets.
- E. Reasoning Ability:
  - 1. Ability to define problems, collect data, establish facts and draw valid conclusions, while leading a group of problems solvers.
  - 2. Ability to interpret an extensive variety of technical instruction and manipulate abstract and concrete variables.
- F. Technology Skills:
  - 1. Demonstrate the ability to use appropriate technology to retrieve, develop, process, store and present data.
  - 2. Demonstrate appropriate software skill levels to allow for word processing, spreadsheet development, construct PowerPoint presentations and telecommunication skills.
  - 3. Basic understanding and competence in the area of systems administration.
- G. Other Skills and Abilities  
Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
- H. Physical Demands:
  - 1. 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.

2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Ability to maintain a high degree of confidentiality within and outside the school district and work collegially with all staff members.

I. Work Environment:

The work environment is primarily in a K-12 classroom environment, which typically includes moderate noise from students and computers and other technology. Work is occasionally performed outdoors in a variety of weather conditions as well as characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Approved: February 26, 2007

Revised: April 27, 2009

Revised: March 26, 2018