



Columbia County School District Job Description

Position Title: Director of Digital Learning		
Department: Student Learning	Evaluation Instrument: GLEI	
Pay Grade: Administrative Salary Schedule, Grade I	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Associate Superintendent		

MINIMUM QUALIFICATIONS

Master’s Degree and five (5) years of successful experience in instruction or professional training utilizing technology integration. A valid Georgia Teaching Certificate is required, Instructional Technology Certification preferred.

GOAL

Direct and leverage the effective use of digital instructional technology for the purpose of promoting an environment that encourages creative and independent use of instructional technology and personalized learning throughout the Columbia County School District.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Manages the strategy for integration of digital instructional technology into the curriculum and teaching practices of the Columbia County School District.
- Provides primary leadership for online learning programs such as Georgia Virtual School, OdysseyWare, etc.
- Provides primary leadership for the implementation of a 1:1 technology device program.
- Provides direct leadership to the school-level Instructional Specialists regarding the delivery of instructional technology training to CCBOE faculty.
- Provides direct leadership and support for school media center programs and ensures the smooth transition to the learning commons concept for all of our media centers.
- Works closely with the Directors of Student Learning to lead the process of evaluating and selecting digital curriculum program options to ensure the most up-to-date and current instructional technology programs and tools are utilized in the school district’s day-to-day teaching practices.
- Ensures the appropriate interactive textbooks, videos, animation, and other digital instructional tools are integrated into lessons on technology tools and devices to ensure students meet applicable federal and state academic standards.
- Assists in the development of district policies and procedures governing technology, data issues, and network security and enforces those policies and procedures as needed.
- Collaborates with the Human Resources department to ensure teachers and staff are trained and supported to work within a digital learning environment.
- Coordinates with the Technology department to plan and implement technology tools and devices for the use of CCBOE faculty and students.
- Oversees the storage of all student achievement and learning progress data into digital format and that the data is accessible to the appropriate parties.
- Develops, maintains, and manages a method for feedback and assessment of the instructional technology and educational media used within the school district to evaluate the level of responsiveness and effectiveness in meeting the needs of the district.
- Prepares and maintains a wide variety of reference, presentation, policy, and administrative materials in both written and electronic formats (e.g. plans, budgets, funding requests, reports, analysis, recommendations, procedures, etc.) for the purpose of documenting activities, requests, and issues; providing audit references; and/or meeting compliance requirements.

- Participates in a variety of meetings as required (e.g. workshops, inter- and intra-district committees, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide range of subjects required to carry out administrative responsibilities.
- Establishes an effective means of communication with vendors, principals, school district office personnel, and others to serve as the primary point of contact for instructional technology issues.
- Responds to a wide variety of inquiries from staff, school personnel, professional organizations, and others for the purpose of resolving issues, providing information, and/or referring to appropriate personnel.
- Plays a leading role in the development of the annual instructional technology budget to ensure funding that supports the district's vision of future education.
- Works closely with the Business Department to develop, approve and maintain a system to manage instructional technology contracts, purchase instructional technology tools, and actively seek and/or procure funding for instructional technology.
- Maintains proper documentation of expenditures associated with instructional technology grants (e.g. purchase orders, invoices, equipment inventories, etc.) in coordination with the Technology and Business departments.
- Directs and ensures proper documentation for individual school and district-wide inventory of instructional technology assets in coordination with the Business department.
- Selects personnel and conducts performance appraisals on assigned employees and makes recommendations for appropriate employment action to ensure a standard of accountability is met as defined by the department's goals and objectives, as well as the policies established by the Columbia County Board of Education.
- Provides and ensures employees' participation in professional learning opportunities as needed to perform their job duties.
- Responsible for developing, maintaining, and improving operating procedures to improve efficiency and effective use of school resources.
- Performs other job-related duties as assigned.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: January 2016