

## Board Policy

Code No. 303.5E9

### ADMINISTRATIVE DUTIES

#### Director of Instructional Technology and Data Management

**TITLE:** Director of Instructional Technology and Data Management

**QUALIFICATIONS:**

1. Master's degree and or relevant instructional technology experience in a K-12 education environment.
2. Experience with a broad range of instructional technology applications supporting the infusion of technology in an educational setting.
3. Successful teaching experience and demonstrated instructional skills.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate.

**REPORTS TO:** Superintendent

**JOB GOAL:** To provide a vision of technology as a tool for teaching and learning that can be articulated through proven effective communication and collaborative skills. This position will also have knowledge of traditional and performance-based assessments, current trends in technology, instruction, and professional development and knowledge and application of computer applications, principles and practices of data management. The Director of Instructional Technology and Data Management will have the ability to analyze and present statistical information to others to convey academic performance, attendance, demographics, and other student information accurately.

**PERFORMANCE RESPONSIBILITIES:**

1. Collaborates with the Superintendent, principals and directors to develop curriculum, integrate technology into the instructional delivery system.
2. Develops tools to measure the impact of technology on student achievement.
3. Advocates for the integration of teaching, learning, and technology.
4. Aligns technology that correlates with curriculum standards/benchmarks.
5. Creates, gathers, formats, and presents assessments that demonstrate the impact of technology on student achievement.
6. Maintains current knowledge of developments in the area of instructional technology.
7. Creates the district technology-centered action plans and goals in collaboration with school and community partners.

8. Secures necessary funding for the plan and monitors expenditures throughout implementation.
9. Collaborates with the Director of Technology to secure instructional support materials related to instructional technology.
10. Develops software evaluation procedures and leads staff development for the implementation of these procedures.
11. Develops professional development plan for all staff in the area of instructional technology.
12. Directs follow-up training support to teachers through coaching, co-teaching, personal conferences, and written information.
13. Works cooperatively with Human Resources in planning and implementing orientation activities for mentors and new staff.
14. Provides a variety of alternate training opportunities for teachers, administrators, and support staff throughout the year.
15. Delivers professional development instruction to all staff.
16. Develops and demonstrates lessons in classroom environments that integrate technology, teaching and learning.
17. Provides follow-up training support to teachers through coaching, co-teaching, personal conferences, and written information.
18. Provides leadership to the district teacher librarians and Technology Committee.
19. Point of contact for Technology Coaches and PLC facilitator for Teacher Librarians.
20. To perform other duties as assigned by the Superintendent

### **Data Management**

1. Determines data needed to be collected and the appropriate data resources for specific educational data programs.
2. Formulates, implements, and enforces proper data collection policies and procedures
3. Establishes data quality standards and works with reporting agencies to ensure standards are met.
4. Maintains close working relationship with software vendors.
5. Ensures data system is operational and provides access to state reporting agencies to submit data.
6. Troubleshoots data submission errors and data error issues.
7. Ensures that all web based technology programs for instruction and assessment are properly configured and students uploaded on a continuous basis.
8. Initiates data improvement and data automation strategies based on regular assessment
9. Understands and ensures privacy law and standards.
10. Evaluates current systems to improve operations and student information.
11. Develops ad-hoc reports as necessary
12. Presents data at conferences and meetings where needed
13. Develops and maintains parent access to student information through a parent portal
14. Regular analysis of data and maintenance of accurate records and establish protocol to share data with key stakeholders
15. Shares data with other State and Federal agencies, as needed.
16. Coordinate data entry practices and policies with building secretaries for registration, student enrollments, programs, fees, and other needed student and parent information.
17. Foster relationships with other state agencies that have interest in student information (i.e. Iowa Department of Education, Federal Civil Rights Data Collection, AEA, United Way, and other school districts)

BETTENDORF COMMUNITY SCHOOL DISTRICT  
BOARD POLICY - 303.5E9● ADMINISTRATIVE DUTIES - DIRECTOR OF STUDENT SERVICES

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of District policy.

Approved: February 20, 2018

*Revised:*

*Reapproved:*