Job Title:	Director Digital and Learning Resources	**Wage/Hour Status:**	Exempt
Reports to:	Assistant Superintendent Teaching and Learning	**Pay Grade:**	108
Dept/School:	Digital and Learning Resources	**Date Revised:**	September 20, 2024

Primary Purpose

Responsible for leadership in research, design, and District-wide implementation. The ability to create and sustain instructional momentum in the use of technology embedded within the district's curriculum and instruction. Oversee and provide long range planning for the implementation of technology, learning management systems, applications, and personalized learning. Collaborate with stakeholders to support the vision, philosophy, and goals of the district's curriculum and instruction plan.

Qualifications

Education/Certification
Master's Degree
Valid Texas Principal Certificate

Special Knowledge/Skills
- Knowledge of curriculum development and program design
- Excellent project management and community-building skills
- Ability to effectively lead cross-functional teams
- Ability to develop, implement, and assess policy, procedure, and practice
- Strong organizational, communication, and interpersonal skills

Experience
Five (5) years teaching experience
Five (5) years administrative experience, including work with instructional models and curricular design

Major Responsibilities and Duties
Instructional and Program Management

1. Research effective blended learning models, best practices and challenges to design and pilot effective learning models District-wide.
2. Align learning models with District instructional goals to deliver strong student achievement results.
3. Partner with instructional and administrative staff, cross-functional teams, and stakeholders to determine implementation needs and requirements.
4. Support development of learning for special student populations.
5. Provide leadership in the formulation and implementation of programs.
6. Work collaboratively with instructional staff, school leadership teams, campus teaching coaches and other stakeholders to ensure successful District-wide launch.
7. Evaluate effectiveness and economic implications of learning models for feasibility and short/long –term cost effectiveness.
8. Design and deliver professional development training to ensure success with implementation of educational programs.
9. Manage delivery of learning models, addressing issues and challenges that arise.
10. Evaluate student progress to determine effectiveness of blended learning models.
11. Ensure programs are responsive to student needs and in accordance with federal and state mandates.
12. Recommend District policy and procedure to support instructional effectiveness and student achievement.
13. Compile, report, and maintain programmatic data and information as required.
14. Continue campus training and support for device usage.
15. Implement & standardize digital citizenship training for students.
16. Digital citizenship training for students
17. Creation of a 1:1 Student Computing Device portal for support and resources.
18. Conduct community outreach, communications, and advocacy for the district's 1:1 Student Computing

19. Direct the development and maintenance of such records and reports to keep the Superintendent, Board of Trustees, and other executive staff informed of District progress and future plans.
20. Serve as a liaison in articulating the district's instructional vision, mission, and goals.
21. Maintain knowledge of and communicate innovative research findings and forecasts related to the effective use of technology within school's educational programs and initiatives. .
22. Research and provide current, cutting-edge information to support innovative decision-making regarding academic and administrative technology matters.
23. Develop and grow personalized learning foundational expectations, environments, and coordinates implementation district-wide, to include professional development.
24. Oversee, design, and provide professional development on the integration of current and emerging technologies into the curriculum, digital knowledge/citizenship, and personalized learning.
25. Ensure that educators and students have access to technology resources, applications and environment(s) that support 21st century learning and teaching.
26. Research, write, and coordinate grants. Create, review, and approve department budgets, procedures, and protocols.
27. Provide leadership in the evaluation, purchase and acquisition of new technology and equipment. Consult with appropriate stakeholders to coordinate, evaluate, and recommend and purchase new technology and equipment.
28. Direct the development and maintenance of such records and reports to keep the Superintendent, Board of Trustees, and other executive staff informed of District progress and future plans.
29. Serve as a liaison in articulating the district's instructional vision, mission, and goals.
30. Maintain knowledge of and communicate innovative research findings and forecasts related to the effective use of technology within school's educational programs and initiatives.
31. Research and provide current, cutting-edge information to support innovative decision-making regarding academic and administrative technology matters.
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35. Research, write, and coordinate grants. Create, review, and approve department budgets, procedures, and protocols.
36. Provide leadership in the evaluation, purchase and acquisition of new technology and equipment. Consult with appropriate stakeholders to coordinate, evaluate, and recommend and purchase new technology and equipment.

Supervisory Responsibilities
Supervises assigned personnel

Physical and Mental Job Requirements
Mental Demands/Physical Demands/Environmental Factors
Maintain emotional control under stress; frequent Districtwide travel; frequent prolonged working hours

Terms of Employment
226 days; salary to be established by the Board

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____

Amended: 09-20-24

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____