

Fairfield Public Schools

Title: Executive Director of Digital Learning

Job Purpose Statement:

To provide supervision and leadership for all aspects of digital teaching and learning: outstanding resources, high caliber training, with a responsive and friendly approach.

Encourage and support an environment, which bolsters the curriculum and enhances student learning through innovative opportunities, access to a variety of tools, equity for all staff and students, and forward thinking to prepare students for the modern world.

Supervision Received:

Receives oral or written direction from Superintendent who oversees all Executive Directors.

Supervises:

Director of Information Technology (Technology Department)
School based technology integrators
Library Media Specialists

Essential Job Functions:

Supervision/Administration/Leadership

- Articulates the district's vision to all stakeholders in various public forums
- Maintains a client first attitude in assisting teachers and staff to make sure that technology is seamless, user friendly, and supportive of innovation
- Facilitates the work of the District Technology Committee to ensure congruence with the Vision of a Graduate and Fairfield Academic Expectations

All Students will be:

- ✓ Collaborators
 - ✓ Communicators
 - ✓ Critical Thinkers
 - ✓ Responsible Citizens
 - ✓ Innovators
 - ✓ Goal Directed, Resilient Learners
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- Works in collaboration with the Executive Director team, Senior Leadership, and the District Leadership Team to move accomplish innovative teaching and learning
 - Attends instructional meetings as coordinated with the Chief Academic Officer to align the technology integration and curriculum focus

- Conducts regularly scheduled staff meetings and makes appropriate work assignments
- Works with the Director of Information Technology to coordinate policies for the network and applications
- Plans and implements projects to improve use of technology in the district; plans for growth of the technology program; annually updates district technology plan as required
- Reports to the Board of Education as requested by the Office of the Superintendent
- Ensures compliance with all required state and federal government reporting related to instructional technology including privacy requirements
- With the Director of Information Technology analyzes production or testing problems to determine causality and insure corrective action. Continually evaluates the overall computer education program of the district and makes resultant recommendations for program improvement to the Superintendent or designee on an on-going basis
- Evaluates the performance of technology Director, Integrationists, and library media specialists
- Keeps informed of new developments and trends in the field of educational technology in order that innovations and new materials may be explored in the district
- Assists in the recruitment, screening, training and evaluation of all personnel with technology responsibility
- Identifies software and web resources that support the instructional program and collaborates with teaching staff to determine best use and products
- Oversees implementation of the technology application used to support the Teacher Evaluation and Professional Development Plan and the Administrator Evaluation and Development Plan
- Oversees that the District Testing Coordinator has the necessary training and support in the administration of local, state, and national assessments, including technology coordination, professional development, and data collection and analysis when appropriate
- Works with the Technology Integration staff and Library Media Specialists in the implementation of technology programs; collaborates with staff to determine appropriate use of technology for instruction in various content areas
- Works with curriculum committees to develop or procure technology programs to meet instructional objectives
- Coordinates the distribution of hardware and software in the schools

Planning and Budgeting

- Prepares the development of the annual technology budget in collaboration with the Director of Information Technology
- Selects emerging technology to pilot and evaluate collaboratively with teachers
- Collaborates with the Business Office and the Director of Technology to ensure timely submission of invoices, requisitions, purchase orders, and grant requests
- Ensures completion of state and federal grants by staff
- Establishes specifications for the use of, and conducts a continuous evaluation of, software materials and equipment in order that all purchases are made on an increasingly selective basis
- Ensures district compliance with software end user agreements and licensing terms and conditions.

Professional Development

- Provides for staff development in the use of technology as an instructional tool
- Provides training for technical staff
- Provides a program of ongoing learning and growth opportunities for the technology function
- Ensures that staff are familiar with digital tools available to enhance learning, such as assistive technology and translation tools
- Maintains a cooperative relationship and open communications with those holding similar positions in other districts in the region and state to investigate and implement feasible technology on a multi-district basis

Preferred Qualifications:

- Broad background in public education
- 3-5 years of experience in educational technology in leadership capacity
- Current (092) Connecticut State Department of Education certification preferred, but not required
- Proven management skills: budgeting, inventory control, oral and written communication, program planning and assessment, marketing, public relations, staff supervision and evaluation
- Extensive knowledge of the research base for teaching and learning and use of technology in curriculum and instruction
- Project management and implementation experience, specifically leading a digital initiative districtwide

- Experience related to systemic technology implementation and student assessment data analysis using data warehousing tool
- Demonstrated successful teaching/staff development experience
- Demonstrated ability to work cooperatively with a talented staff, integrating and coordinating individual efforts into a unified program

Performs additional related assignments as required or requested

Terms of Employment:

Evaluation:

The Superintendent will evaluate performance of this job annually

Physical Requirements:

Normal office physical demands; ability to work in busy, congested, office environment; ability to work at desk for long periods of time often in a sedentary position; ability to travel throughout the district and buildings as needed