

Send letter of interest and resume to personnel@sburg.org or Mr. Stephen Brodmerkel, Assistant Superintendent for Personnel, Stroudsburg Area School District, 123 Linden St., Stroudsburg, PA 18360.

STROUDSBURG AREA SCHOOL DISTRICT
123 Linden Street
Stroudsburg, PA 18360

JOB DESCRIPTION

Title: **DIRECTOR OF INSTRUCTIONAL TECHNOLOGY**

Qualifications:

1. Certification: PDE Instructional Technology Specialist certification.
2. Three (3) years of related work experience or an equivalent combination of education and experience preferred.
3. Evidence of being actively networked via social media and membership in such educational technology organizations as *International Society for Technology in Education (ISTE)* and *International Association for K-12 Online Learning (iNACOL)*
4. Ability to sit, stand, walk or move throughout the district, often for extended periods of the workday.
5. Ability to hear (40 decibel loss maximum), verbally communicate, and see with near acuity of 20 inches or less and far acuity of 20 feet or more with depth perception, accommodation, and field of vision. Ability to lift and carry up to 25 pounds.
6. Excellent writing, verbal, and presentation communication skills.
7. Ability to perform a variety of duties, make judgments, and work under moderate levels of stress.

Reports To: Superintendent and/or designee.

Job Goals: Raise the levels of meaningful learning, higher order thinking, creativity, individualized student-centered learning, project/product-based learning, STE(A)M programming, and 21st century skills among students. The Director of Instructional Technology will accomplish these goals through proactive leadership in developing a shared vision for educational technology among all education stakeholders, including teachers and support staff, school and district administrators, teacher educators, students, parents, and the community.

Performance Responsibilities:

1. **Needs Assessment:** Develop a master plan for moving the school district toward being a 21st century technically sophisticated educational provider by maximizing the District's existing technology, designing necessary additional technology infrastructure, identifying additional technology needs, and conducting on-going needs assessments for continuous improvement.
2. **Professional Development:** Actively model the integration of technology in all curriculum areas. Develop plans for bringing all instructional staff to an effective level of appropriate technological literacy, and monitoring and reporting on the implementation and continuing effectiveness of this plan. Promote and encourage the development of personal learning networks for instructional staff so that professional development is ongoing and environmental, as opposed to sporadic, random or one shot.
3. **Instructional Support:** Seek out, facilitate and improve the implementation of technological support in areas of recordkeeping for student learning, planning for student learning, instruction for student learning, and assessment of and for student learning.

4. Regulating Student Conduct: In collaboration with the Superintendent, the Assistant Superintendent for Curriculum, the district solicitor, and drawing upon input from instructional and counseling staff, develop acceptable use policies for the Internet and electronic devices whether district provided or student owned.
5. Promoting Best Practices: Continuously pursue best practices related to the use of technology based on research, pilot programs, and state/national standards such as those developed by ISTE's National Educational Technology Standards (NETS).
6. Develop Academic Programming: In collaboration with the Superintendent and the Assistant Superintendent for Curriculum, develop academic programming utilizing technology to include STE(A)M opportunities within the district. Establish partnerships and develop articulation agreements with colleges and universities. Expand dual enrollment opportunities for our students.
7. Budget for, implement, and assess the technology plans, goals, and initiatives of the District.
8. Perform other duties assigned by the Superintendent or Assistant Superintendent.

Terms of Employment: Twelve (12) months per year

Evaluation: Job performance will be evaluated annually by the Assistant Superintendent for Curriculum & Instruction

Recommended to the Board of School Directors:	November 6, 2013
Approved by the Board of School Directors:	November 6, 2013
Revision recommended to the Board of School Directors:	May 3, 2017
Revision approved by the Board of School Directors:	May 3, 2017