

**Hernando County School Board
Florida**

FLSA: Exempt/Non-Union

SUPERVISOR OF INSTRUCTIONAL TECHNOLOGY

Required Qualifications:

- Master's degree or higher, from an accredited or college, in Media, Educational Leadership or Administration/Supervision.
- Minimum of five (5) years of successful technology and/or administrative experience in an education setting including three (3) years of classroom experience.

Desired Qualifications:

- Certification and/or eligibility in administration and supervision, educational leadership, or other leadership certification.

Performance Responsibilities:

- Coordinate the planning, implementation, and evaluation of educational technology and adoption and purchasing of educational materials.
- Facilitate the review of educational technology programs in compliance with district state, and federal laws, rules, and guidelines.
- Coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
- Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials and equipment.
- Assist principals and educational technology specialists in improving school educational technology programs.
- Facilitate the development of school and district plans related to educational technology.
- Serve as a liaison of the Academic Services team.
- Provide services to schools in the area of information processing, including school-related computer applications (monitoring student progress, scheduling, grade reporting, attendance, etc.).
- Facilitate the use of educational technology to enhance curriculum and instruction.
- Work with appropriate personnel to facilitate training and professional development related to educational technology for all stakeholders.
- Facilitate the use of district information and management software systems.
- Align educational technology with the District mission and school improvement plans.
- Assist in the development of educational technology related handbooks, policies, evaluation instruments, and other guidelines.
- Establish and implement organizational and procedural policies in regard to selecting, processing, and evaluating materials and equipment.

- Determine technology related equipment needs and coordinate with TIS and Academic Services staff to prepare bid specifications for their procurement.
- Attend and participate in educational meetings, workshops, and conferences pertinent to educational technology programs and services.
- Prepare all required reports and maintain all appropriate records.
- Supervise and coach assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.

Physical Demands:

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects.

Reports to:

Assistant Superintendent of Teaching & Learning

Evaluation:

Annual evaluation completed by the Assistant Superintendent of Teaching & Learning

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category G

Job Code:

Board Approved: