Assistant Director of Technology for Digital Learning

**Reports to:** Director for Technology  
**Supervises:** None  
**Term of Employment:** 12 months  
**Salary:** Appropriate Central Office Administrator Salary Schedule  
**FLSA Exempt/Non-Exempt:** Exempt

**Qualifications:**
- North Carolina Teacher Licensure
- 18079 Special Endorsement in Computer Education (preferred)
- At Least 5 Successful Years of Classroom Teaching Experience
- Proficient in Google Apps (Drive, Sites, Mail, Calendar), Edmodo, Web 2.0 Tools and Project Based Learning
- Three letters of recommendation from current supervisor, a teacher, and one other current or previous supervisor regarding candidate’s qualifications

**Essential Job Functions:**

1. Provides professional development and support to Digital Integration Facilitators, teachers, and administrators on digital learning integration, the North Carolina Computer/Technology Skills Curriculum, the North Carolina Technology Competencies for Educators, and administrative applications of software.
2. Coordinates planning and implementation of countywide programs and initiatives that are connected to digital learning goals and outcomes.
3. Assists with identifying, acquiring, and maintaining hardware, software, and network products.
   - Coordinates communication with schools and other supported units to assess Technology needs
   - Participates in the overall business planning, bringing current and future knowledge of technology and systems and playing appropriate strategies to achieve the school’s goals
4. Assists in the implementation of the system and building-level technology plans.
6. Plans and Facilitates Teaching and Learning with Digital Learning Facilitators
   - Collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate digital tools
   - Models digital learning in all curriculum areas
   - Facilitates school participation in digital learning programs and activities
   - Surveys school instructional staff to identify areas of need in order to provide customized, just in time professional development through small group, large group, and online models
   - Conducts professional development in the areas of digital learning, the North Carolina Computer/Technology Skills Curriculum, and the North Carolina Technology Competencies for Educators
   - Collaborates with the school library media coordinator to provide leadership in the school’s use of instructional technology resources to enhance learning
   - Supports school administration team in the planning and delivery of professional development, assisting them with infusion of digital tool and learning strategies
   - Follows a plan for professional development and actively seeks out opportunities to grow professionally
7. Plans and Facilitates Information Access and Delivery
   - Implements best practices related to digital learning in the school program based on research, pilot programs, and state/national standards
   - Works with teachers and technology staff in identifying and recommending resources that are compatible with the school technology infrastructure
   - Promotes family, business, and community partnerships that support the academic success, career readiness, and general well-being of all children
   - Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources
• Assists in maintaining hardware, software, and serves as one contact for addressing hardware and software issues

8. Plans and Facilitates Program Administration
• Provides leadership and collaborates with the school improvement team to develop, implement, and update a school instructional technology plan aligned with the system-level technology plan
• Collaborates with teachers, media and technology staff, and students to evaluate and select digital resources addressing curricular needs and learning goals
• Plays a leading role in the budgetary process to ensure funding for the instructional technology program to support system-wide goals
• Leads in the ongoing evaluation of the effectiveness of the digital learning program
• Meets regularly with the Digital Integration Facilitation team to generate innovative curricular ideas, experiment with new tools, discuss professional development strategies, and build and share knowledge as a team
• Prepares and submits accurate reports as required
• Carries out non-instructional duties as assigned and/or as needed to ensure student safety
• Provides professional development and leadership to system and building admin on best practices in digital learning

9. Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered medium physical work requiring the exertion of up to 40 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

• walk, lift, reach, stoop, sit, squat, bend, stand, grasp, balance, climb, kneel, crouch and type for extended periods of time (up to 10 hours)
• prepare, read, comprehend and analyze a variety of complex forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
• speak to individuals or groups of people with poise, voice control and confidence
• respond adequately to inquiries or complaints
• write using standard convention in all languages required by the job
• apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
• apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
• communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
• use/interpret job relate terminology, mathematical formulas and functions effectively and efficiently
• deal with people beyond giving and receiving instructions maintaining effective working relationships
• perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
• be sensitive to cultural differences among individuals and groups of persons
• operate a motor vehicle
• operate/use a variety of job specific office machines and other office equipment
• manage multiple high priority initiatives in a fast paced, highly technical environment
• successfully perform the planning, directing, reporting and administrative responsibilities of this position