



# RUSD

RIVERSIDE UNIFIED  
SCHOOL DISTRICT

**TITLE: DIRECTOR V, INNOVATION AND LEARNER  
ENGAGEMENT/TECHNOLOGY SERVICES**

**WORK YEAR: 221 Work Days**

**NON-WORK: 28 Days**

**REPORTS TO: Chief Academic Officer (CAO)**

**BASIC FUNCTION:**

Under the supervision of the Chief Academic Officer (CAO), the director directs district and school site uses of instructional technology and provides services and training to all district staff in the implementation of technology both at the school site and district level, including overseeing the installation of hardware. The Director also administers the functions of parts of the Technology Services Division including the management of staff, budgets, and procurement processes required to provide efficient production scheduling, deliver effective problem management, and ensure high levels of customer service.

**REPRESENTATIVE DUTIES:**

- Analyzes all potential uses of technology related to instruction and curriculum and recommends uses that will enhance learning.
- Supports school staffs in designing effective models for using technology in classrooms to enhance achievement of students at all levels.
- Plans and implements staff development for certificated personnel related to their needs and to the district direction in technology.
- Meets, consults, and advises administrators in the solution of their technology problems and the development and maintenance of effective technology systems in the areas of their responsibilities.
- Establishes and carried out the process for evaluating educational hardware and software and sets the standards for the purchase of each.
- Serves as the liaison among site, operational, and district staff seeing that the needs of each are met in an efficient, timely, knowledgeable manner.
- Oversees the installation of hardware within the district in coordination with district connectivity and instructional standards.

- Communicates the district's philosophy regarding the use of technology to parents, staff, and community members in order to solicit appropriate support for technology in the schools and at the district level.
- Keeps informed on current trends in instruction, curriculum, hardware, and software. Coordinates and meets with the district Instructional Technology Committee on a regular basis. Writes grants to secure supplemental funding for technology programs throughout the district. Acts as the district representative to local, regional, and state technology groups.
- Works directly with the Director of Instruction, K-6, and the Executive Director of Instruction, 7-12, to see that technology is an integral part of Courses of Study, staff development, and textbook and materials adoptions.
- Monitors the budget for the technology department and inventories records of school site hardware and software.
- Supervises the Webmaster, Instructional Technology Specialists, and district Technology Specialists.
- Develop, maintain, and publish schedules for production processing, network availability, and staff coverage.
- Direct the selection, assignment and evaluation of managers and classified personnel in the division.
- Direct the operation of advisory committees, as identified in the RUSD Technology Use Plan.
- Direct the hiring, training, supervising, and evaluation of staff to maintain optimum performance.
- Develop standards and procedures affecting the use of information and communications technologies within the District.
- Review and approve all system design and implementation plans and oversee major network projects, installations, and upgrades.
- Provide service-level statistics, work request reporting, and production job status, as required.
- Develop and maintain disaster recovery plans and backup procedures for critical District resources and systems.
- Monitor on-site and remote systems activities taking corrective action to resolve issues of response time and availability.

- Serve as an Advisor and Thought Partner on Innovation and Strategic thinking.
- Plan, facilitate, and lead professional development aligned with The Guide for Instructional Direction.
- Regularly design, implement, and monitor the effectiveness of professional development.
- Plan, facilitate, and lead professional development providing effective pedagogical approaches to the teaching of all students with a focus on all subgroups.
- Provide leadership and coordination for an on-line professional development platform that provides support for teachers in teams, as well individually.
- Identify and implement best practices for measuring the impact of district professional development.

### **WORKING CONDITIONS:**

#### **Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

#### **Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

#### **Environment:**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations