

Title: Director of Technology and Learning Systems

Qualifications:

1. Bachelors in Education Technology, Leadership or Curriculum and Instruction; or Library and Information Science. Experience in both technology and teaching and learning, Masters preferred.
2. NH certification or eligibility such as Digital Learning Specialist, Library Media Specialist, or other educator, or CoSN CETL preferred
3. Minimum of 5 years of experience in education with demonstrated experience working with and supporting technology integration, digital and information literacy skill integration, and/or professional development/coaching experience. Seeking experience with innovative educational practice and program implementations.

Reports To:

Superintendent in close collaboration with:

Assistant Superintendent for Curriculum, Instruction, and Assessment
Assistant Superintendent for Business

Supervises:

District Network Administrator
Technology Coordinators

Administrative Assistants for Technology and Teaching and Learning Systems

In close coordination with school administrators:

Digital Learning Specialists (DLS)
Library Media Specialists (LMS)
Library Assistants

Job Goals:

- Ensure Teaching and Learning Systems are administered and coordinated in accordance with and in support of district curriculum, instruction, and assessment (CIA) goals.
- Guide initiatives focused on the identification and implementation of meaningful and innovative teaching and learning systems and practices through collaboration with CIA and technology and library teams at both school and district levels.
- Ensure all educators have opportunities for rich professional development for continuous growth in their ability to leverage technology and teaching and learning systems in their practice, especially in support of Universal Design for Learning.
- Provide strategic planning, management and budgeting support for technology infrastructure, information systems, networks, student and staff devices, and classroom instructional technologies, ensuring alignment with the operational and teaching and learning needs of the district.
- Ensure district compliance with student data privacy and data governance laws.

Performance Responsibilities:

- Promote the role of teaching and learning systems and their close alignment with curricular, instructional and assessment goals
- Compile and present the District Technology and Teaching and Learning Systems annual operating budget, administer implementation of the budget.

- Provide support and direction in the identification and acquisition of all technology equipment and software.
- Provide support and direction in the identification and acquisition of all teaching and learning systems and software.
- Work in close collaboration with assistant superintendent for curriculum, instruction, and assessment in development of district goals and ensuring that technology and systems support achievement of those goals.
- Oversee operations of systems for learning management, library management, single sign-on (SSO), student identity data and interoperability, assessment, and progress monitoring.
- Ensure collaboration and coordination between teaching and learning supports and district information system services such as student information systems, data reporting, financial and human resource services.
- Serve as district leader in identification and development of professional development opportunities that build capacity for meeting curriculum, instruction, and assessment goals through the integration of technology and teaching and learning systems.
- Oversee development, implementation, and ongoing revision of digital and information literacy skills for students and educators.
- Supervise and provide guidance for cross-functional teams at the building and district level, ensuring ongoing cooperation between technology and teaching and learning system staff, and support for school and district operations.
- Working with district administration, recruit and hire technology and teaching and learning systems staff
- Lead or serve on taskforces or working groups both in and outside of the district ensuring continuous progress towards goals and alignment with education best-practices.
- Manage district participation in federal eRate program for technology infrastructure planning and budgeting
- Maintain familiarity with and update colleagues on current research and developments in education, digital and information literacy, technology integration, and innovative practice.
- Hire and manage outside vendors as needed.
- Maintain open lines of communication and collaboration with Merrimack Public Library

Terms of Employment:

Twelve Month Contract

Evaluation:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure.