



## 2100.20: DIRECTOR OF DIGITAL LEARNING

**Reports to:** Executive Director of Technology

**General Summary:** The Director of Digital Learning will work collaboratively with others to plan, organize, and provide leadership in the area of personal digital technology integration as well as matters related to electronic building security access within the school district.

### **Essential Functions:**

1. Leads the District in the planning and implementation of its Bring Your Own Device (BYOD) initiative. (25%)
2. Collaborates with appropriate District personnel to develop policy and procedures that allow for the use of personally owned digital devices within curriculum and instruction. (5%)
3. Collaborate with elementary and secondary education in the use of personal (digital) interactive tools and technology throughout the MEP curriculum cycle to support differentiated instruction and improve learning and innovation. (5%)
4. Coordinates staff development for identified digital tools, digital instructional resources, and targeted technology integration. (5%)
5. Provides leadership and support for the use of personal digital interactive devices and related digital resources in lieu of traditional print materials. (5%)
6. Participates in all budget processes, coordinates federal and state funding sources, and actively pursues other funding sources related to his/her job responsibilities. (5%)
- 7.

- Maintains an active awareness of emerging information, trends, and applications for technology and learning and knowledge of current educational issues. (5%)
8. Collaborates with others in the design and construction of the District's facility access projects. (5%)
  9. Manages the District's security access programs including, but not limited to: (25%)
    10. Electronic Badge Access System and Related Locking Devices
    11. Video/Audio Controlled Access Devices ("Buzzer System")
    12. Surveillance Video Cameras and Related Recording Devices
    13. Perimeter Access Points and Related Alarms
  14. Shall be responsible for communicating with and training of District staff regarding the security access systems. (5%)
  15. Attends all school board and cabinet meetings. (3%)
  16. Assists in the evaluation of building administrators as assigned by the Superintendent of Schools. (3%)
  17. Assumes other responsibilities as assigned by the Superintendent or his/her designee. (4%)

### **Qualifications:**

1. **Education Level:** A doctoral degree from an approved institution with a major in educational administration or the accepted equivalent is preferred. A Master's degree in educational administration or the accepted equivalent is required.
2. **Certification or Licensure:** Appropriate Nebraska Administrative Certificate.
3. **Experience desired:** Four years of successful administrative experience.
4. **Other requirements:** Strong leadership, communication and planning skills.

**Contract Days:** 12 Months

**Salary Schedule:** Administrative

**Special Requirements:**

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing	X		
2. Walking		X	
3. Sitting		X	
4. Lifting <u>25</u> lb max.	X		
5. Carrying <u>50</u> feet	X		
6. Pushing / Pulling	X		
7. Climbing / Balancing	X		
8. Stooping / Kneeling / Crouching / Crawling	X		
9. Reaching / Handling	X		
10. Speaking / Hearing			X
11. Seeing / depth perception / color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and/or superintendent.

**Date of Adoption**

February 2014