



## **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 technology integration as well as matters related to access control and video management systems within the District.

**Essential Functions:**

- 1. Leads the District in the planning and implementation of its One-to-One program and other digital learning initiatives.(25%)**
- 2. Collaborates with appropriate District personnel to develop policy and procedures that allow for the use of digital devices and resources within curriculum and instruction. (5%)**
- 3. Collaborate with elementary and secondary education in the use of 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 digital devices and related 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 control access and video management projects. (5%)**
  
- 9. Manages the District's security access control and video management systems including, but not limited to: (25%)**
  - a. Electronic card reader systems and related locking devices**
  - b. Setting and maintaining credential access standards and rules**
  - c. Video/Audio controlled access devices ("Door Intercom")**
  - d. Surveillance cameras and video archive servers**
  - e. After-hour intrusion alarms and central monitoring station Locking/unlocking schedules and alarm monitoring during school hours in accordance with the District's safety and security plan**
  - f. Maintenance/replacement/upgrading of security hardware and systems**
  
- 10. Shall be responsible for communicating with and training of District staff regarding access control and video management systems. (5%)**
  
- 11. Attends all school board and cabinet meetings. (3%)**
  
- 12. Assists in the evaluation of building administrators as assigned by the Superintendent of Schools. (3%)**
  
- 13. 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**

**Date of Revision**

**January 6, 2020**