

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0202
Pay Grade C09

FLSA: Exempt

DIRECTOR, ACADEMIC COMPUTING

MAJOR FUNCTION:

Performs administrative work to support and direct district personnel as related to academic computing solutions. Oversee the utilization of academic software applications to support data management and analysis. Collaborates with and supports district departments, regional superintendents, principals and teachers in using current technologies to efficiently and effectively manage information.

DUTIES AND RESPONSIBILITIES:

- Works closely with curriculum personnel to implement and evaluate academic computing initiatives.
- Demonstrates initiative in identifying potential problems or opportunities for improvement.
- Works in conjunction with region superintendents, principals, teachers and curriculum leaders to provide each with effective data management tools to accurately analyze and use current information needed to make informed decisions
- Reviews and analyzes existing data solutions and facilitates revisions or new development of solutions to enable district users to effectively manage data and information.
- Examines and analyzes existing schools' learning challenges and facilitates the development of solutions utilizing instructional learning technology resources.
- Directs the work of instructional technology and distance learning and their respective functions, ensuring that activities assigned are completed in the most competent, effective, and efficient manner.
- Provides leadership to the student records team.
- Ensure alignment of the district instructional vision provided by curriculum leadership with current and future infrastructure capabilities.
- Oversees all current and long-range instructional technology support budgets.
- Assists schools and departments throughout the district in efforts to develop user technology skill proficiency to utilize technology to support operations while enhancing productivity and effectiveness.
- Works in cooperation with all departments to effectively implement the district's Technology Plan.
- Utilizes appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, and delivery of services.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Educational Leadership or an equivalent certification as defined by the Florida Department of Education. Five (5) years administrative experience in public schools. Demonstrated knowledge and expertise to facilitate development of complex data solutions and networking requirements. Demonstrated leadership in planning for and in utilizing technologies for academic instruction and data analysis. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

ISSUED: 5/05; BOARD APPROVED: 6/21/05; REVISED TITLE, PG, MF, D&R: 1/08 AK; BOARD APPROVED: 02/12/08

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthl y	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Academic Computing – ADM