

**BOARD OF EDUCATION  
DEPARTMENT OF HUMAN RESOURCES  
18 SOUTH PERRY STREET  
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN # 21-22-45  
\*UPDATED FEBRUARY 2022**

**DIRECTOR OF INSTRUCTIONAL TECHNOLOGY**

**\*RE-POST**

**NOTICE OF POSITION**

**POSITION:**

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**Director of Instructional Technology**

**APPLICATION**

Candidates must complete an application available through the Human Resources Tab  
[www.poughkeepsieschools.org](http://www.poughkeepsieschools.org)

**QUALIFICATIONS:**

Candidates must possess a Master's degree or higher in a field related to technology and/or instruction and a New York State School District Administrator (SDA), or School District Leader (SDL) certificate by the time of appointment. Candidates must have at least three years of successful instructional delivery and three years of administrative experience. Experience in design and delivery of learning programs that are innovative in their integration of technology and knowledge of technology and computer applications as related to administrative job functions is required. Preferred candidates will also have experience in an urban school district with a large racially and economically diverse population are preferred and encouraged to apply.

**DUTIES:**

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

Under the direction of the Assistant Superintendent for Administrative Services, the Director of Instructional Technology will provide leadership and direction in the effective use of operational technology, technology services planning, organization, administration and evaluation as well as the integration of new and emerging technologies to increase efficiencies and productivity throughout the district. The Director of Instructional Technology will provide leadership in the areas of infrastructure, student information systems, other related software, and supervision of classified personnel. The Director of Instructional Technology will report directly to the Assistant Superintendent for Administrative Services; however the position will require close collaboration with the Assistant Superintendents for Elementary and Secondary Education. The Director of Instructional Technology will provide leadership and direction in the effective use of instructional technology, evaluation and integration of new and emerging instructional technologies.

## **RESPONSIBILITIES:**

The duties of the Director of Instructional Technology include, but are not exclusively limited to the following:

- Develop, maintain, and communicate the District Technology Plan.
- Participate in a variety of planning and development activities, including district-wide committees, for the purpose of creating long- and short-term plans
- Perform personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department objectives are achieved.
- Direct educational technology initiatives to support curriculum development and initiatives.
- Direct the roll-out of technology platforms (Servers, PCs, Mobile Computing Devices, etc) that support the District's vision for curriculum content and delivery in the 21st century.
- Direct procedures to ensure input from all appropriate levels of personnel involved with the implementation of technology in the schools, including leading any cross-departmental structures formed for that purpose.
- Develop and oversee the Technology Department budget, strategic plan and objectives.
- Coordinate with School and district-based peers to align instructional technology initiatives with school, district, state, and national initiatives, including on-line learning courses and related program/course development.
- Assist with the development and implementation of program policies in instructional technology-related areas.
- Direct and coordinate audits of supervised programs to ensure compliance with state and federal laws and regulations.
- Assist with development of and evaluation of facility specifications, standards, and technology related furniture and equipment selection.
- Maintain access to current instructional technology best practices and disseminate information to other departments, school-based administrators and teachers.
- Complete mandated reports relating to areas of responsibility (i.e. NYSED Educational Technology reporting, Smart Bond, etc..).
- Assist in instructional technology evaluation and selection.
- Assist in the planning and development of instructional technology professional development, including planning for implementation of innovative practices and technology initiatives.
- Evaluate instructional technology process effectiveness, including support processes for school-based resources.
- Coordinate, supervise, and evaluate the job performance of assigned staff.
- Interact effectively with peers in a performing structure that will be largely matrixed in nature.
- Recommend policies, procedures, and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Research trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
- Update and oversee the development of the district web site, and assist school sites with the maintenance of web platforms.
- Identify training needs and facilitate staff development programs that enhance the district's ability to install, support, and maintain all forms of instructional and information management technology.
- Assess and facilitate the delivery of staff development needs relating to technology use in classrooms and offices throughout the district.

- Provide direction for district communication systems and student data systems.
- Supervise and manage the PCSD Technology Information Systems department.
- Attend Board of Education meetings as required.
- Establish and maintain effective working relationships with a variety of groups, including teachers, students, administrators, co-workers, vendors, consultants, community members, and others as required.
- Demonstrate and model safe, prudent, and healthful work behaviors and practices; identify and work toward elimination of unsafe and unhealthful work area conditions.
- Perform such other tasks and assume such other responsibilities
- Coordinate services of Library Media Specialists to ensure high quality and engaging literacy opportunities throughout the District.

**APPOINTMENT:**

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be scheduled where appropriate.

The Poughkeepsie City School District is an Equal Opportunity/Affirmative Action Employer.

**SALARY:** Competitive salary based on experience and benefits

**EFFECTIVE DATE:** \*As soon as possible after offer of employment

**APPLICATION**

**DEADLINE:** Open Until Filled

**SEND RESUME &  
LETTER OF**

**INTEREST:** <https://olasjobs.org/>

Dr. Timothy Wade  
Assistant Superintendent of Administrative Services  
18 South Perry  
Poughkeepsie, New York 12601

.The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age or marital status; nor does it apply any other arbitrary measure, which would tend to deprive persons of their constitutional rights.