

**CRAWFORD CENTRAL SCHOOL DISTRICT
11280 MERCER PIKE
MEADVILLE, PA 16335**

**DIRECTOR OF EDUCATIONAL TECHNOLOGY INTEGRATION,
GRANTS, FEDERAL PROGRAMS AND COMMUNITY OUTREACH**

QUALIFICATIONS:

1. A valid Pennsylvania Certification in School Administration and/or Supervisor Instructional Technology Specialist.
2. At least five (5) years successful experience in public education, which includes school technology instruction, Federal Programs (Titles I, II) and/or administration/supervision.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: The Director of Educational Technology Integration, Grants, Federal Programs and Community Outreach is responsible for working with teachers and students to support the integration of technology into the curriculum, and planning and delivering technology professional development. Oversee grants, Title I and community programs.

PERFORMANCE RESPONSIBILITIES:

1. Directs and empowers the professional staff and administration to develop and integrate technology into the curriculum.
2. Plans and implements technology professional development programs for all professional staff in coordination with other Directors.
3. Prepares grant proposals for federal and state programs and maintains administrative oversight for such programs. Seeks, writes and administers grants that will enhance the educational programs of the District with other Directors input.
4. Contributes to the preparation and administration of the School District and Federal Programs budgets.

4.03 - Director of Educational Technology Integration, Grants, Federal Programs and Community Outreach 2

5. Oversees the following (may not be a complete list):
 - Technology Coach K-12
 - K-12 Cyber Services
 - Study Island, First in Math Think Central, Google Apps, iPads
 - DIBELS
 - Title I Programs
 - Grants
6. Coordinates and participates in Community Outreach Activities.
7. Attends professional development opportunities to advance professional technology performance and advance district goals.
8. Directs state and federal guidelines for Title I Programs.
9. Coordinates building and District PAC activities and assumes responsibility for disseminating information about Title I regulations and guidelines to parent groups.
10. Assists with the coordination of national, state and local assessment programs.
11. Provides recommendations in purchasing of software used for educational technology and implementation of this software technology.
12. Coordinates the use of communication vehicles in order to disseminate pertinent district information.
13. Supervisors the collection, verification and data entry/recording of program information as directed by the Superintendent.
14. Performs such other tasks and assumes other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Salary and benefits to be determined in accordance with the Administrative Compensation Plan established between the Act 93 Group and the Crawford Central Board of School Directors

EVALUATION: Performance will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of the Administrative Personnel.

APPROVED: September 25, 2017