39684 DIRECTOR, EDUCATIONAL TECHNOLOGY AND LIBRARY SERVICES

Apply Here:  
https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=2EG

ACADEMICS  
Traditional 235 work days  
FTE: 1.0  
Salary Range: Commensurate with experience

**Essential Functions and Objectives:**

Broad responsibility for leading a team of managers to execute against the overall business plan, based on guidance from leadership. Directs, plans and oversees team initiatives, to ensure implementation and administration of programs align with district goals.

Denver Public Schools (DPS) seeks a visionary leader to serve as the Director of Educational Technology & Library Services (ETLS). The Director of ETLS will provide district-wide leadership and support for the successful implementation of information literacy and technology instruction aligned to Colorado Academic Standards and Common Core State Standards, as well as library programming in Denver Public Schools.

- Deeply focuses on ensuring alignment to district initiatives by organizing and prioritizing initiatives, formulating a successful agenda, and delivering instructions to managers.
- Directs operational units by acting as a business advisor to managers, including: make final decisions, examine and evaluate current process, identify and solve barriers. Develop methods, techniques, and evaluation criteria for projects and programs. Ensures budget and schedules meet all business requirements.
- Develops policies and programs, authorizes and influences implementation of these programs, use innovative concepts, and promote new ideas. Influence projects by participating in initial planning, assigning teams, directing work, evaluating progress, making decisions and advising on issues.
- Coordinate and build collaborative relationships with cross functional departments internally and positively represents DPS in the broader community which includes school boards, parents, students, teachers and community members.
- Ensure compliance with state and federal laws, Board of Education policies and regulations, maintain and direct activities related to the District’s safety and security efforts.
- Coach, direct and set team managers up for success by delegating work, solving complex issues, empowering improvement, and monitoring performance. Hire, train, evaluate, assign and direct work for senior managers within certain departments.
- Review existing Educational Technology & Library Services systems and structures to identify best practices, areas for prioritization, and program.
- Direct library automation systems (including the cataloging, acquisitions, public access, media booking, and interlibrary loan) and circulating collections (including the Classroom Resource Library, Video/Media Library, Professional Library, all other multi-media Resources).
- Work with district leaders to evaluate the use and effectiveness of instructional technology throughout the district, and to plan for systemic change and growth in the use of instructional.
- Identify and seek potential funding sources to help support Library programming in the district.
- Manage the central district Educational Technology & Library Services team budget including forecasting budgetary needs and ensuring site-based implementation of Mill Levy initiatives are aligned to the district’s stated goals for these voter-approved.
- Work across the Department of Curriculum & Instruction (C&I) to integrate digital literacy into curricula and instructional practices across the district.
- Connect and actively engage with local and national thought leaders, foundations, organizations, businesses, vendors, and others who are actively pursuing and developing innovative services / programs and instructional models and strategies in instructional technology and library.

Knowledge, Experience & Other Qualifications:

- Five years of experience in a school or district leadership role in K-12 education.
- Five years classroom teaching experience as a teacher, teacher librarian, or technology teacher.
- Three years of management responsibility.
- Colorado Teaching and Administrator licensure preferred with technology teacher, teacher librarian, or school librarian endorsement.
- Knowledge of applicable laws and regulations.
- Experience in analyzing data, and using this data to for process and program improvements and to inform strategy.
- Outstanding facilitation and communication skills, including ability to inspire others.
- Strong interpersonal and leadership skills, including the ability to lead a high-performing team.
- Superior leadership, coaching and mentoring skills.
- Strong interpersonal skills and ability to work with individuals at all different levels in the organization.
- Self-starter/leader who can anticipate department needs in a proactive (versus, reactive) manner.
- Strategic planning and organizational development knowledge and skills.
- Ability to develop, plan, and implement short- and long-range goals, establish priorities, and organize resources.
- Ability to motivate and influence others.

Proven ability to effectively:

- Motivate oneself and others toward high levels of achievement.
- Plan, manage, and document projects.
- Perform project needs analysis, task analysis, and gap analysis.
- Establish and maintain project scope and goals; prepare project management documentation.
- Prioritize and schedule responsibilities for oneself and others.
- Evaluate instructional programs and opportunities.
- Facilitate user groups, focus groups, meetings, and project teams.
- Communicate with diverse groups, including marketing presentations to various constituencies.
- Prepare reports, professional correspondences, and procedural guides and manuals.

Write and prepare grant and fundraising proposals, extensive knowledge of:

- Information literacy and technology instructional experiences, including school-based administration and instruction.
- Best practices for the design and delivery of high quality information literacy and technology instruction.
- Application of learning theories to instructional design (e.g., behavioral, cognitive and constructivist).
- Best practice uses of rich media resources in learning environments.
- Project management fundamentals.

**Education Requirements:**

- Bachelor’s Degree required.
- Master’s Degree in Library Science or Library and Information Science, School Administration, Educational Technology and/or Instructional Design preferred.

**About Denver Public Schools:**
Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

*Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*