



Director of Innovative Learning Initiative

Purpose Statement

The job of Director of Innovative Learning Initiative is done for the purpose/s of establishing the vision and direction of the Learning Initiative by coordinating the recruitment of teachers and staff, professional development, budgets, and grants. The Director is responsible for overseeing efforts to advance the effective adoption of relevant technological devices and applications for highly effective instructional practices throughout district programs.

This job reports to Asst. Supt. Teaching/Learning

Essential Functions

Attends district principal's meetings and other meetings as assigned for the purpose of collaborating with district and school administrators and keeping up to date on regular operations of the district.

Attends and presents at relevant and meaningful meetings and conferences for the purpose of ensuring alignment with advancing technology and best practices, and standards within the field of instructional technology and digital applications.

Attends work daily for the purpose of providing leadership to the program, quality educational experiences for students, and professional development for teachers and staff.

Collaborates with the district's business administrator for the purpose of requesting, receiving, and processing budgetary needs.

Collaborates with district technology and teaching and learning department staff members (e.g. district and school administrators, instructional coaches, and curriculum leaders, etc.) for the purpose of ensuring alignment with best instructional practices, and supporting district goals, vision, and educational priorities.

Coordinates with building leaders for the purpose of understanding individual, department or grade level, and school needs.

Creates meaningful, achievable goals on a regular basis for the purpose of helping guide the efforts of the Innovative Learning Initiative.

Gathers , organizes and shares appropriate data for the purpose of setting priorities, adjusting resources, and tracking progress toward goals.

Maintains professional expectations associated with leadership roles in Provo City School District for the purpose of earning trust with district and school staff and the community, and to promote the safe and orderly operations of the Innovative Learning Initiative.

Meets with direct supervisor regularly for the purpose of planning, coordinating, and advancing the goals of the Innovative Learning Initiative.

Oversees budgets and financial transactions for the purpose of compliance with all federal, state, and local guidelines.

Participates in District Instructional Council meetings for the purpose of communicating and coordinating with other departments across the district.

Performs all other duties as assigned for the purpose of ensuring the safe and orderly operations of the Provo City School District and its programs.

Reports to the Provo City School District Board of Education, Utah State Board of Education, and other groups or individuals for the purpose of celebrating successes and sharing progress toward goals.

Supervises and evaluates assigned staff members for the purpose of ensuring staff meet state and district standards.

Writes digital learning grants that arise periodically from the Utah State Board of Education for the purpose of promoting the goals of the Innovative Learning Initiative and ensuring compliance and reporting of relevant grants.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment and software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; professional processes; business practices; program planning and development; instructional procedures and practices; age appropriate student activities; and stages of child development.

ABILITY is required to Flexibility is required to Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups of people; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data; diffusing argumentative behavior; maintaining confidentiality; working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing a department; supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, . Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

As required by the USBE

Certificates and Licenses

Continuing Educ. / Training:

Continuing Education Requirements
Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

10/15/2021

Salary Grade

Lane 8