

**Waco Independent School District
JOB DESCRIPTION**

Job Title: TZ Director of Digital Learning and Innovation

Wage/Hour Status: Exempt/At-Will

Reports to: Chief Officer Transformation Zone

Pay Grade/Days: 106/226

Dept./School: Transformation Zone

Date Revised: May 2018

Primary Purpose:

The TZ Director of Programs will ensure that students are provided with the richest educational experience the transformation zone can provide. The director will provide leadership and oversight with digital learning, communication, and comprehensive wrap-around services assigned to the transformation zone.

Qualifications:

Education/Certification:

Master's degree in Educational Leadership

Special Knowledge/Skills:

Excellent organizational, communication, and interpersonal skills
Strong knowledge of state assessment objectives and best practices for instruction
Knowledge of multi-dimensional database design
Strong analytical and problem solving skills with attention to detail

Preferred Experience:

Experience with social media and digital learning
Experience with facilitation, training and presentation
Experience with parent communication
Experience working with at-risk, minority youth
Two years of experience as a campus level or district administrator

Major Responsibilities and Duties:

1. Maximize and manage communication with stakeholders in the Zone with all accessible forms of communication.
2. Oversee the process for developing a robust system for blended learning and serve as the Chair of the TZ Blended Learning Council.

3. Provide supervision for the Family Support Specialists and serve as the Zone point person for all comprehensive support services.
4. Collaborate with zone, district, and campus administrators to establish digital intervention strategies, implement recommendations, monitor student management system that results in compliance with state and federal requirements
5. Maintain an organized system for recordkeeping
6. Compile, analyze, and prepare information as needed for reporting purposes
7. Conduct oneself in a professional, ethical manner in accordance with the WISD Code of Ethics
8. Perform other duties as assigned

Supervisory Responsibilities:

Family Support Specialists

Equipment Used:

Computer and related technology

Working Conditions, Mental/Physical Demands, and Environmental Factors:

Maintain emotional control under stress

Frequent intra-district and occasional inter-district travel

Repetitive hand motions for computer use

Frequent standing, sitting, stooping, bending, pulling, and pushing

Move small stacks/boxes of textbooks, office supplies, media equipment, and other classroom/school equipment

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, please email titleixcoordinator@wacoisd.org or contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.