

**Vail School District  
Job Description**

**Job Title: BEYOND TEXTBOOKS ASSISTANT DIRECTOR**

**Reports To:** Director of Beyond Textbooks

**FLSA Status:** Exempt

**Level:** 24

**Approved:** February 28, 2012

**SUMMARY**

Assists the Director in the planning, marketing, implementation, training, and support of the Beyond Textbook Program throughout the District and to other client districts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Works with district administration and faculty to implement, assess, and follow up with continuous improvements to allow the sharing of curriculum and instruction strategies and materials in a virtual environment.
- Supports and assists in the planning, coordinating, monitoring, supporting, purchase recommendations, and recommendations to update the district's technology infrastructure requirements to support the Beyond Textbooks Program within the district and to client districts.
- Identifies and recommends technology that makes classroom instruction more efficient and effective and ultimately creates classroom environments where technology is used as it is in the workplace.
- Supports and assists in the development, communication, and maintenance of short-term and long-range plans for the Beyond Textbooks Program.
- Supports and assists in the promotion, communication, and maintenance of high quality and relevant material posted on the wiki, keeps abreast of trends in wiki postings, and makes necessary recommendations to appropriate stakeholders.
- Participates in grant writing, fundraising, and public relations/promotional activities of the Beyond Textbooks Program.
- Researches potential clients of the Beyond Textbook Program services, initiates contacts with appropriate representatives, schedules presentations, prepares intergovernmental agreements, schedules and is responsible for implementation of the Beyond Textbook Program, and schedules and delivers training and client support.
- Maintains and updates a client information database, and ensures client satisfaction by responding to client inquiries and requests for support and assistance in a timely and professional manner.
- Updates and maintains information related to the Beyond Textbooks Program on the district's website, blog, and other reasonable and appropriate communication media and/or vehicles.

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- Provides district staff and client districts with Beyond Textbooks related computer troubleshooting and other customer service interventions, as appropriate and necessary.
- Prepares reports and analyses setting forth progress, adverse trends, and appropriate recommendations or conclusions, as assigned.
- Works closely with the district's Business Office to ensure proper procurement activities, agreements and documentation, client payments, recordkeeping, and reporting are accurate, timely, and complete.
- Attends and participates in leadership meetings, staff meetings, board meetings, and other events as assigned or appropriate.

### **SUPERVISORY RESPONSIBILITIES**

This position may supervise hourly and salaried staff assigned to work with and for the Beyond Textbook Program, including clerical and secretarial staff, certified and professional staff, and contract/temporary staff.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Minimum 3 years experience with K-12 public education in a classroom setting.
- Previous experience with K-12 curriculum instruction design and delivery.
- Preferred, minimum 2 years experience with network administration, technology support, or web-services administration and support.
- A bachelor's degree in education, business administration, public relations, or information technology, with appropriate education coursework.
- Preferred, a master's degree preferred in education leadership, business administration, or information technology.
- OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE AS APPROVED BY THE SUPERINTENDENT.

### **ABILITIES**

- Strong organizational and interpersonal skills.
- Self-motivated and self-directed, highly organized, and detail-oriented.
- Professional demeanor with strong ethical standards and ability to adapt to change.
- Knowledge of information technology operations as they apply to the public education setting.

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- Demonstrated thorough understanding of the district's instructional approach, philosophy and methodology.
- Demonstrated thorough understanding of existing and potential connections between technology and education.
- Excellent computer skills (Macintosh and DOS/Windows) and trouble-shooting skills.
- Demonstrated project management skills.
- Ability to work within budgetary and procurement guidelines and to support District goals and objectives.
- Proven ability to work in a fast-paced, demanding environment, on multiple projects simultaneously both as a team member and individually.
- Ability to work effectively with others of diverse backgrounds and various education levels and to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to train and communicate with non-technical staff including the ability to present complex concepts in easily understood graphical or visual presentations
- Flexibility to travel, as required.

### **LANGUAGE SKILLS**

Ability to read and interpret a variety of technical documents. Ability to speak and present effectively to a variety of audiences. Strong writing, researching and editing skills. Ability to convey ideas and messages in one-to-one and group settings.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs and charts.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arizona teacher certificate and valid Arizona fingerprint clearance card.

Valid Arizona driver's license and proof of automobile insurance.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee

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frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

This job requires extensive travel. Most travel is between the District Office and its schools and/or work sites. Frequent travel in-state and out-of-state by car or airplane. Occasional travel out of the country.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The primary work environment is indoors. The noise level in the work environment is usually moderate.