

Strengthening Our Community Through Excellence in Education



EMPLOYMENT OPPORTUNITY

**Northshore
School District**

Phone: 425-408-7601 Fax: 425-408-7625 On-line at www.nsd.org

3330 Monte Villa Pky
Bothell, WA 98021-8972

August 25, 2017

**Coordinator for Instructional Technology – Administration Building
Job #9506 – Closes September 15, 2017**

Please Note: Funding for this position comes from the District's Technology Levy

JOB SUMMARY

A principal goal of the Instructional Technology Team is to have a positive impact on student learning by facilitating the integration of instructional technologies in all learning environments. The primary role of the Instructional Technology Coordinator position is to coach teachers and other adult learners in the global literacy skills necessary for 21st Century learning.

ESSENTIAL FUNCTIONS

This list of essential functions is not exhaustive and may be supplemented as necessary in consultation with the employee(s) involved. The Coordinator for Instructional Technology will:

- Collaborate with the Instructional Support Team in developing and providing professional development to teachers for district-wide curriculum adoptions and learning initiatives as it applies to the use of instructional technologies.
- Design and deliver professional development for teachers on the use of instructional software and hardware.
- Mentor teachers in integrating current, relevant and supportable technologies into their classroom. This includes, but is not limited to, presentation technologies, authoring multimedia, utilizing internal and external cloud services, and communicating with students, parents and the community using web-based tools and parent information portals.
- Team with teacher(s) to develop classroom projects and lesson plans that promote students' attainment of Washington State and Common Core Standards and 21st Century Skills, empowering students to use technology to collaborate, communicate, generate innovative ideas, investigate, and solve problems.
- Partner with teachers to promote students' acquisition of skills related to digital citizenship. Support teachers in their understanding of systems and operations and the practice of safe, legal, and ethical behavior.
- Assist site-based, shared decision-making teams in the development of strategies to support the goals of the School Improvement Plan in the integration of standard classroom technologies.
- Analyze technology trends and perform research to identify new classroom technologies and recommend district technology standards (including hardware, software, delivery systems, and support structures.)
- Effectively manage projects of various complexities, frequently more than one at a time.
- Support schools in coordinating the installation and implementation of software and hardware, and in facilitating communication between campuses and the Technology Department.
- Take initiative for continued personal and professional growth.
- Perform other duties as assigned.

Salary: Salary range starts at \$86,196.00 per year (NNRAP Professional/Technical Salary Schedule Level II); placement on the salary schedule is determined by Human Resources DOE. Additional stipend for MA/MS Degree.

Work Year: Full time – 8 hours per day, 260 days per year; FLSA exempt

Benefits: We offer a competitive benefits package including paid vacation and holidays, health insurance coverage, Washington State retirement plan, and other benefits.

Northshore School District prohibits discrimination on the basis of age, sex, marital status, genetic information, sexual orientation including gender expression or identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, in all its employment procedures, training, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged unlawful discrimination: Director of Human Resources (Title IX, ADA, and Civil Rights Compliance), Director of Career and College Readiness (Section 504), 3330 Monte Villa Parkway, Bothell, WA 98021, (425) 408-6000.

MINIMUM QUALIFICATIONS

The successful applicant will have a bachelor's degree in education or other liberal arts field and experience working in a K-12 classroom setting, training adults, curriculum development, and developing and sustaining positive interpersonal relationships.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to Apply Knowledge of Instructional Principles and Practices
- Ability to effectively coach and teach adult learners
- Demonstrated understanding of the instructional support needs of classroom teachers
- Ability to model effective classroom practices
- Demonstrated vision for technology and instruction
- Ability to apply knowledge of instructional technology standards to create effective learning environments
- Ability to effectively coach teachers to meet curricular goals using an integration of technology
- Ability to apply sound instructional practices with available technology resources regardless of computer operating system
- Ability to learn and quickly apply specific software applications
- Skill in researching and assessing new technologies to support instruction
- Ability to facilitate discussions, listen effectively, and help develop solutions
- Ability to communicate technical information to non-technical staff
- Ability to make effective oral presentations
- Ability to write clearly and effectively
- Ability to author multimedia products including web, video, and audio broadcasts
- Ability to maintain confidentiality
- Ability to exercise good judgment within scope of assignment
- Skill in organizing work and setting priorities to meet deadlines
- Ability to work effectively under pressure
- Ability to adapt to accommodate frequent changes in scope and program delivery
- Ability to work effectively as both a team leader and a team member
- Ability to establish and maintain effective working relationships with others
- Skill in sharing leadership and empowering others to do great work
- Ability to understand and use data to inform instructional leadership

APPLICATION PROCEDURE

So that we can fully assess qualifications, we require all applicants to submit a complete application packet, including:

- **Classified Application Form** (Complete on-line at www.nsd.org)
- **Letter of Application** addressing your ability to perform the job duties and meet the qualifications as listed above. The letter should provide specific examples of your work experience, accomplishments, and achievements that demonstrate your ability to perform the work. (Upload and attach to application)
- **Resume** (Upload and attach to application)
- **You may also submit other supporting information of your choosing.**

Incomplete applications are not considered. **Applications must be completed by the end of the business day on the closing date to receive consideration.**

UPON HIRE

If you are hired, you will be required to complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nation-wide criminal history check, which requires employees to provide fingerprints. All newly hired employees must satisfactorily complete a probationary period of 90 days following their hire date.

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