Job Title: **Coordinator of Instructional Technology**
Department: **Technology**
Reports To: **Director of Technology**
FLSA: **Exempt**

Position Description

JOB SUMMARY

Under the general direction of the Director of Technology, the Coordinator of Instructional Technology (CIT) is responsible for bringing educational industry expertise and leading technologies into the School in support of departmental, divisional, and strategic objectives. The CIT is an educator, and instructional duties may include leading student technology course sections, leading faculty/staff training sessions, building relationships with educational experts outside of MICDS, blogging, publishing in academic journals, and attending/presenting at local and national academic meetings. In partnership with faculty, the CIT designs, implements, integrates and evaluates educational exercises, assessments, rubrics, and student projects that involve the use of technology. Working with the technology team, the CIT helps resolve technology issues and successfully completes initiatives within his/her division.

ESSENTIAL FUNCTIONS

- Establish and maintain a professional environment of mutual respect, appreciation, and cross communication. Encourages and models creative and independent use of technology throughout MICDS
- Provide technology expertise, current research, and best practice benchmarks to division heads, deans, academic departments, grade level teams and individual faculty to design, measure, and evaluate exercises, student projects, rubrics, standards, and technology-rich curriculum that improves student learning
- Build relationships with educational experts outside of MICDS, blogging, publishing in academic journals, and attending/presenting at local and national academic meetings
- Participate on or lead multifunctional teams tasked with the introduction of new or revised technologies supporting the planning, budgeting, implementation, integration, use, and maintenance processes. Helping to maintain alignment between the technology department and the division throughout the technology lifecycle
- Design, coordinate, and deliver technology-related faculty professional development content through one-on-ones, self-study, presentations, workshops, and conferences
- Teach or team-teach technology related courses or lessons to students and employees
- Observe and evaluate faculty in their use of instructional technology, with the goal of increasing the effective adoption of technology amongst all faculty members
- Participate in creating, updating, and executing the MICDS technology strategic plan, including follow through on projects and actions supporting the strategic plan
- Manage divisional technology R and D funds
- Annually assess the quality/effectiveness of technology integration using established criteria
- Report progress and activities to Director of Technology and division head regularly
- Maintain a complete divisional list of instructional technologies, including applications, memberships, web sites, and special purpose hardware

- Attend and contribute to regular departmental and divisional meetings. Serve on academic, policy, curricular, and technical committees as requested
- Document faculty support activities through help desk tickets, projects, or technology requests
- Uphold the highest standards of honesty and integrity.
- Maintain a regular and reliable level of attendance and punctuality
- Perform miscellaneous job-related duties as assigned, such as supporting other members of the department during crucial times
- Provides input to the Director of Technology for periodic performance reviews, including goal setting, self-assessment, and reflection documents
- Maintain vendor relationships and nurtures contact with other CIT professionals throughout the local and national community
- Other projects and responsibilities may be added at the School's discretion

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree (4 year degree) in instructional systems design, education, information systems management, or other applicable field and five years related work experience or an equivalent combination of education and relevant experience
- Classroom teaching experience is required
- Experience in developing curricula that integrates technology
- Work experience demonstrating strong knowledge of technical solutions for education
- Extensive knowledge of educational technology and an eagerness to stay current
- Demonstrated understanding of and commitment to teaching and learning
- Expertise with both PC and Macintosh platforms
- Excellent written, verbal and interpersonal communication skills. Must be able to explain complex technical hardware and/or software solutions through documents, presentations, and verbal communications
- Strong mathematical skills and reasoning ability, as well as a good sense of business, costs, and solution value
- Leadership skills, including the ability to influence/persuade others and gain acceptance/approval of innovative ideas and concepts
- Ability to prioritize and follow-up on multiple tasks, and meet assigned deadlines
- Must be able to work independently or as a central figure on a multifunctional team. Ability to work and succeed in a collaborative multi-cultural peer oriented environment
- Goal and results oriented with a high level of initiative, dependability, and self-motivation
- Demonstrates a personal commitment to continuous professional development
- Demonstrates resilience; handles setbacks and rejection well
- Ability to work closely with a diverse group of faculty, staff, and students
- Willingness to work occasional evenings and weekends as needed

OTHER INFORMATION

- A criminal history and background check is required and must be successfully completed
- Generally works in standard office and/or classroom conditions and climate
- May work at a desk and computer for extended periods of time

- Light physical effort is required handling of average-weight objects (up to ten pounds) and standing, sitting or walking more than two hours per day
- Exposed to visual display terminal for prolonged periods
- Dexterity and precision required in the operation of a computer
- Ability to rapidly report to any point on campus and meet frequently with a variety of school personnel
- Work environment involves minimal exposure to hazards or physical risks, but requires following basic safety guidelines and rules