

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS**

601 North E Street • San Bernardino, CA 92415-0020 • Ted Alejandre, County Superintendent

**COORDINATOR  
DIGITAL LEARNING INNOVATION**

<b>SALARY RANGE:</b>	\$130,817.28 - \$147,415.68 Annually (Range 246)
<b>HEALTH AND WELFARE:</b>	Benefits Package (Medical, Vision, Dental & Life) <i>Employer pays annually up to</i> \$15,673.20 – Kaiser Permanente \$16,715.16 – Blue Shield
<b>LENGTH OF SERVICE:</b>	228 Days per year
<b>APPLICATION DEADLINE:</b>	<b>February 8, 2019 (4:00 P.M.-PST)</b>
<b>LOCATION:</b>	Digital Learning Services, San Bernardino

**POSITION DESCRIPTION**

The Coordinator, Digital Learning Innovation assists school districts in achieving countywide technology goals. The Coordinator will develop and implement models of curriculum and instruction which fully integrate technology within the contexts of teaching and learning; and assists low performing schools. This individual will lead the implementation of SBCSS Digital Learning technology projects, assist districts with grant and technology planning, and provide professional learning sessions, including but not limited to Leading Edge Certification courses.

**ESSENTIAL JOB FUNCTIONS**

- Identifies curriculum resources and professional learning needs relating to technology integration designed to accelerate and sustain student achievement;
- Promotes the use and integration of new/emerging technologies which support, accelerate, and sustain student learning and achievement;
- Develops, plans and facilitates processes, proposals, presentations, reports, correspondence, and other materials for various community committees and networks;
- Provides school reform/improvement information and support to districts, administrators, teachers, students, and community members;
- Manages, supports, and evaluates program operations, budgets and expenditures, and staff;
- Establishes and evaluates goals, priorities, processes, and systems for the effective delivery of professional learning;
- Provides support and assistance with development and evaluation of state and federal technology grant applications when such grant applications are available; as well as state and/or National Educational technology programs and initiatives;
- Provides support to site and district management teams in the development and implementation of technology planning;
- Maintains internet and other electronic bulletin boards and databases;
- Provides support to districts in parent/family outreach increasing their ability to support their children's use of technology;
- Provides Leading Edge Certification Courses;
- Collaborates and coordinates with staff, sites, districts and county offices to provide learning opportunities in the RIMS region;
- Oversees the strategic implementation of the K-12 Computer Science content standards in coordination with CDE recommendations;
- Performs other duties as assigned.

**JOB REQUIREMENTS**

**Experience** using a variety of technologies to support curriculum, instruction and staff development; using and developing spreadsheets and data bases; developing, implementing and monitoring grant programs; developing and presenting staff development activities; integrating equity analyses and perspectives into technology;

**Skill** in managing resources and technology related projects to accomplish established program goals; facilitating group planning and staff in-service activities; effectively integrating technology into curriculum; developing and presenting professional development activities; researching, interpreting, analyzing, reporting, and utilizing data; and a variety of computer based applications and platforms;

**Knowledge** of Common Core standards-based curriculum development, as well as the K-12 Computer Science content standards implementation, research-based and culturally/linguistically responsive pedagogy that promotes powerful teaching and learning; current and successful staff development models; adult learning theory; grant application process and evaluation; California Standards for the Teaching Profession; and Leading Edge Certification;

**Ability** to develop and implement effective curriculum models; design and provide effective staff development programs; work cooperatively in a team environment with a variety of individuals and groups; maintain records; meet timelines; communicate effectively

in written, verbal, and electronic form; work independently and varied hours at multiple work locations; travel extensively throughout California;

**Physical Abilities** require extended periods of sitting, standing and walking; stamina and agility to push, pull, lift, carry or move up to 40 pounds occasionally; climbing, balancing, squatting, twisting, turning, bending, kneeling, crawling and stooping; and hearing, speaking, observing and have significant fine finger dexterity. Specific abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

### **MINIMUM QUALIFICATIONS**

- Valid California Clear Teaching Credential;
- Valid California Administrative Services credential or Certificate of Eligibility;
- Valid Leading Educator Instructor Certification issued by the Leading Edge Certification Alliance;
- Three (3) years professional teaching experience;
- Experience providing technology related staff development;
- Possession of a valid California English Learner Authorization (ex: CLAD, BCLAD, etc.);
- Valid California Driver's License.

### **DESIRED QUALIFICATIONS**

- Previous experience working in management at a County or State Office of Education;
- Valid Microsoft and Google Education certification;
- Completion of any/all of Leading Edge Certified Online & Blended Teacher, Professional Learning Leader, Digital Educator, or Administrator;
- Experience designing and disseminating instructional resources via the Internet;
- Experience in using Internet resources for research and electronic communication;
- Experience in curriculum development, planning and scheduling;
- Experience in grant writing and implementation;
- Experience in analyzing data to modify or evaluate projects;
- Experience using multimedia technologies in classrooms;
- Experience with site and district technology planning;
- Bilingual/Biliterate in Spanish.

### **NECESSARY MATERIALS FOR APPLICATION**

- **Completed Ed-Join online application;**
- **Letter of introduction outlining skills and abilities relating to this position;**
- **Current resume;**
- **Copy of valid Leading Educator Instructor Certification issued by the Leading Edge Certification Alliance;**
- **Copy of valid California Clear Teaching or Services Credential;**
- **Copy of valid California Administrative Services Credential or Certificate of Eligibility**
- **Copy of English Learner authorization;**
- **Copy of valid California Driver's License;**
- **Three (3) current (dated within three years) Letters of reference;**

**Applicants must meet minimum qualifications and provide all necessary materials on-line prior to the stated deadline in order to qualify as a candidate.**

**APPLICATION PROCESS:** All applications must be submitted through Ed-Join. Go to the San Bernardino County Superintendent of Schools website at [www.sbcss.k12.ca.us](http://www.sbcss.k12.ca.us); click on Human Resources; scroll down then click on "[Click Here](#) to access the EDJOIN website" and attach your online profile **to this job posting #**. If you are disabled and need reasonable accommodations to complete the application process, please contact Human Resources at 760 East Brier Drive, San Bernardino, CA 92408 • (909) 386-9561. This facility is handicapped accessible.

*The County Superintendent of Schools recognizes that the County Superintendent of Schools Office has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations. The County Superintendent of Schools does not discriminate on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, immigration status, ancestry, national origin, religion, color, mental or physical disability, age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which the application was made.*

State law requires all of our employees to be fingerprinted for the purpose of a confidential background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986 provide proof of work eligibility. If hired, please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S.