



Loomis Union School District

3290 Humphrey Road, Loomis, CA 95650 (916) 652-1800

www.loomis-usd.k12.ca.us

Building Excellence in Education since 1856

Gordon T. Medd, Superintendent

JOB DESCRIPTION

Position Title: **Coordinator – Instructional Technology**
Department: **District Office**
Reports to: **Director of Curriculum and Instruction**
Contract Days: **225**
Board Approved: **2.7.2019**

SUMMARY:

The Coordinator – Instructional Technology will lead the development, design, and implementation of a comprehensive instructional technology vision for the district. The Coordinator – Instructional Technology will plan, organize, and direct the functions of instructional technology including digital classroom equipment, technology based instructional programs and related software, student assessment data management and staff development activities. Provide leadership and vision including the implementation of the district goals, objectives, and policies as they relate to instructional technology.

EDUCATION AND EXPERIENCE:

- Five years' teaching experience preferred
- Three to five years of increasingly responsible instructional technology experience preferred
- Master's Degree in education or related field preferred

CERTIFICATES, LICENSES REGISTRATIONS:

- Valid California Teaching Credential
- Valid California Driver's License
- Valid California Administrative Credential preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate as a member of the Superintendent's Cabinet, to implement the goals and policies of the Loomis Union School District (LUSD)
- Demonstrate a complete understanding of general education pedagogy, educational technology, exemplary teaching skills, and effective classroom management strategies
- Coordinate the effective utilization of district instructional technology including equipment, programs and software
- Actively participate in creating and executing the District's Technology Plan as the certificated representative on the district technology plan writing team
- Serve as liaison with Parent Teacher Clubs and the Loomis Basin Educational Foundation with regards to instructional technology support and understanding
- Represent the district at Placer County Office of Education technology meetings
- Maintain the continuous operation of the essential technology equipment in all classrooms
- Support and monitor the technology component of the LUSD student assessment programs
- Assess technology skill levels of students and staff and conduct regular trainings for certificated administrative and student support staff

- Provide information, assistance, and support to teachers in the effective use of instructional technology
- Provide staff development activities on a variety of instructional technology topics including but not limited to: Google applications, Microsoft Office, Microsoft Outlook, document cameras, Interwrite pads, Renaissance Learning, Smarter Balanced Assessment, website development and online grading programs
- Support and encourage staff participation in outside training and opportunities that will improve their effectiveness with instructional technology
- Assist school site staff in the selection of technology based instructional support programs
- Organize and maintain records of all technology based instructional support programs at each school site
- Prepare and maintain a variety of reports, trainings and files as they relate to the instructional technology support programs and staff development activities
- Communicate with administrators, district personnel and members of the public to coordinate activities, resolve issues, and exchange information
- Provide leadership by communicating with district administration new technology developments and trends in software, curriculum, and research that support student learning
- Perform other duties similar to the above in scope and function as required. Monitor laws and regulations pertaining to student services and recommend required policies and procedures to follow legal requirements
- Assist staff with the creation and maintenance of web content
- Develop plans for the infusion of technology into the TK-8 curriculum and provide long-range strategic planning for the district's instructional technology including working with site-based teams to develop technology plans for each site
- Collaborate with staff to implement instructional technology resources, programs, and projects to ensure compliance with district and state curriculum and/or instructional objectives
- Oversee the district wide implementation of a Digital Citizenship curriculum to ensure students practice a safe and positive use of technology
- Participate in other activities necessary to enable students and the district to accomplish objectives in the area of instructional technology
- Supervise and evaluate all staff assigned
- Perform other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Digital classroom technology including but not limited to: laptops, PCs, document cameras, projection devices, student response indicators
- Technology based instructional software aligned to Best Practices and Common Core Standards
- Microsoft Office, Student Information Systems (SIS), student data management systems
- District organization, operations, policies and objectives
- Key learning theories and methods of instruction, and their relation to technology integration
- Methods for integrating technology into the curriculum such as online resources, digital portfolios, and other forms of teaching assessment
- Effective technology teaching strategies
- Information literacy
- Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

- Communicate effectively, both orally and in writing, with administration, staff and community agencies
- Plan, organize, control and direct the functions of the district instructional technology program

- Present to individuals, small and large groups
- Assess effectiveness of programs
- Effectively evaluate and compare costs associated with a variety of technology equipment and software
- Establish and maintain collaborative working relationships with the staff
- Provide instructional technology strategies based on student evaluation data and staff feedback
- Exercise judgment and discretion in interpreting and applying policies and procedures
- Meet internal and external deadlines
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Prepare comprehensive narrative reports on tasks accomplished
- Train, supervise and evaluate the performance of assigned staff
- Effectively model how to operate and use district technology and communication systems
- Work with students

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 frequently required to sit, occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. Employee must be able to lift and carry a maximum of fifty pounds and have the ability to climb a ladder. The employee is required to be able to hear conversations in quiet environments.

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 noise level in the work environment is usually very moderate to quiet.

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned