



Announcement of Certificated Position

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July 25, 2017

COORDINATOR I, INSTRUCTIONAL TECHNOLOGY

Brief Description of Position: The Instructional Technology Coordinator assists the Director, Teaching & Learning, to coordinate the development and implementation of 21st Century Technology, California State Standards professional development and digital literacy skills for District staff.

Minimum Qualifications

1. **Education:** Master's Degree
2. **Credential/Experience:** Administrative Services Credential required; a minimum of five (5) years of successful teaching service required; CLAD certificate required; experience providing professional development required; strong communication skills required; experience with budget oversight preferred.
3. **Desirable:** Written and oral proficiency in a second language.

Work Year: Current work year is 225 days, to be worked between July 1 and June 30. Work year to begin immediately after appointment. Non-work days are to be spread through the year and to avoid peak recruitment and enrollment times.

Salary: Placement on the Certificated Management Salary Schedule depending upon education and management experience. The current seven-step salary range is from \$100,708 to \$116,187 depending on experience and education.

Duties and Responsibilities: See reverse side of this announcement.

Application Procedure:

1. All applicants must submit a District management application*, a letter of application, a resume of training and qualifications, a copy of a valid California Administrative Services Credential, and three (3) current letters (3 to 6 months) of reference to:

Mr. Richard Tauer, Interim Assistant Superintendent, Human Resources
Glendale Unified School District
223 North Jackson Street
Glendale, CA 91206

2. After initial screening of all applications, including contact with personal references, selected candidates will be contacted regarding a personal interview **and must be available on Friday, August 11, 2017.**

***District Management Application can be found at: <http://www.gusd.net/Page/253>**

Application Deadline: All application materials must be received in the Human Resources Office no later than **12:00 noon on Tuesday, August 8, 2017.**

The Glendale Unified School District is an Equal Employment Opportunity Employer that serves a diverse community.

Major Duties and Responsibilities:

1. Assists with the implementation and development of the Local Control Accountability Plan (LCAP).
2. Coordinates the development and implementation of 21st Century Technology for District staff.
3. Coordinates the development and implementation of California State Standards (CSS) professional development and digital literacy skills for District staff.
4. Provides leadership in the California State Standards curriculum development related to instructional technology.
5. Designs, develops, delivers and manages technology academies for District staff.
6. Maintains a high degree of articulation between the Educational Technology and Information Services (ETIS) and the Teaching & Learning (T & L) departments.
7. Provides assistance to school staff in securing, evaluating and supporting appropriate instructional materials, equipment, consultants, and community resources.
8. Assists principals in instructional technology needs for the classroom.
9. Provides Administration and Board of Education with updates and information relative to the status of instructional technology, professional development and digital literacy.
10. Maintains website information for T & L and ETIS Departments.
11. Maintains inventory control and ordering of K-12 textbooks.
12. Coordinates district-wide online professional development.
13. Supports implementation of Bring Your Own Device (BYOD) initiative.
14. Shows proficiency in training of Google and Microsoft productivity suites – certifications desirable.
15. Perform other duties as assigned.

Supervision Exercised or Received: Under the direction of the Director, Teaching & Learning. Supervises ETIS Teacher Specialists and clerical staff.