



Los Angeles County Office of Education

Leading Educators ▪ Supporting Students ▪ Serving Communities

Coordinator II

Instructional Technology Outreach
Technology, Learning and Support Services
Division of Technology Services

THE POSITION:

The Coordinator II, Instructional Technology Outreach, shall provide technical, specialized, and consultative services in instructional technology to support academic achievement; plan, coordinate, and facilitate the design, development, and implementation of support programs to ensure that digital instructional learning and teaching resources are integrated into classroom instruction effectively; plan, produce, and host a variety of professional development programs; serve as a resource to school districts and sites in the facilitation of Los Angeles County Office of Education (LACOE) telecommunications and multimedia applications; plan, organize, and conduct curricular-focused leadership workshops and in-service programs pertaining to telecommunications and multimedia instructional applications; conduct ongoing research and development of presentations with application of pertinent information to ensure the accomplishment of LACOE goals and objectives; provide information, consultation, and training to develop and support telecommunications and multimedia digital instructional resources including online course development and management; assist in the development of technology plans and implement strategies to ensure the appropriate use of department resources.

This position requires expertise in instructional technology in relation to curriculum and instructional content, a technical background in digital instructional learning and teaching technology resources, professional development design and delivery, and directly related and progressive consultation experience. Knowledge is applied to research, developing projects, and technical advisory functions within established policy guidelines or developing solutions and recommendations concerning educational and administrative operations. Under administrative direction, the Coordinator II makes decisions of critical consequence, impacting the daily operation of professional development projects or programs; may review and evaluate the quality and quantity of the work performed by project professionals and technical employees; advises and supports educators in instructional technology resources and other electronic multimedia tools; meets frequently with Los Angeles County staff, school district officials, advisory groups, other policy makers, and internal staff for the purpose of planning and directing staff development activities and technology acquisitions. Administrative direction is provided by a management classification at the level of a Coordinator III and/or a Director.

LOCATION:

Education Center - Instructional Technology Outreach and on-site assistance throughout Los Angeles County, as needed. The department office is located at the Los Angeles County Office of Education, 9300 Imperial Highway, Downey, California 90242-2890.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Provide ongoing and current advice, facilitation, and consultation in the design, development, and introduction of digital instructional multimedia, online technology applications, online coursework, including product production by students.
- Plan, organize, design, and coordinate professional development training programs to advance the understanding and application of instructional technology approaches to innovative and creative educational programs.

- Provide professional development services at district and LACOE sites, including programs to support instruction for incarcerated youth.
- Disseminate online and web page information and instructional material to schools and districts throughout Los Angeles County.
- Conduct research and provide relevant data for management planning sessions pertaining to the design and development of instructional technology modalities.
- Review instructional technology literature and current practices and adapt the more effective approaches to support student learning outcomes.
- Serve on advisory committees pertaining to educational leadership in the field of instructional technology.
- Actively participate in the development and evaluation of digital instructional learning and teaching resources including a combination of online, multimedia, live, interactive distance learning, and other resources.
- Prepare management status reports pertaining to instructional technology projects.
- Provide leadership in the interpretation and application of state and federal laws and regulations and LACOE policies and regulations.
- Assist in the preparation and administration of project and program budgets and monitor hardware and software expenditures to ensure compliance with budget administration guidelines.
- Analyze, assess, and interpret needs assessment and evaluation data in determining program development and improved results.

QUALIFICATIONS:

Knowledge of:

- Principles, techniques, strategies, goals, and objectives of public school education.
- Procedures, methods, and trends of instructional technology strategies, goals, and objectives.
- Federal, state, and county laws, codes, and office policies and regulations concerning curriculum and instruction programs.
- Software and hardware resources used in instructional technology for teaching and learning, to include a combination of software, online, digital multimedia, live and asynchronous coursework, and interactive distance learning.
- Evaluation techniques for determining project and program coordination and supervision strategies.
- Effective management and administration techniques regarding planning, curriculum and instruction development, and telecommunications programs.
- Human relations and conflict resolution strategies and team building principles and techniques.
- Accountability systems, assessment, evaluation methods, and techniques.

Ability to:

- Effectively coordinate, plan, and implement applications of instructional technology to include a combination of software, online, digital multimedia, live, coursework, and interactive distance learning.
- Analyze, assess, and interpret legislative, statistical, and programmatic data; apply gained insight into instructional technology.
- Plan and coordinate meetings, workshops, and conferences pertaining to the application of instructional technology that may include software, online, digital multimedia, live and asynchronous coursework, and interactive distance learning.
- Coordinate the distribution of informational materials to support professional development activities.
- Communicate effectively in oral and written form.
- Establish and maintain effective working relationships.
- Participate effectively and efficiently in the recruitment, selection, and training of unit personnel.

WORKING CONDITIONS:

Environment:

Is subject to inside environmental conditions; subject to driving to County sites to conduct work; May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings; May be required to work evenings or weekends.

Physical Abilities:

Perform work that is primarily sedentary; sitting for extended periods of time, hearing and speaking to communicate and exchange information, walking, seeing to observe accuracy of reports and documents, and dexterity of hands and fingers to operate office equipment. Should an applicant require reasonable accommodation, the Los Angeles County Office of Education Office will consider that upon request.

EXPERIENCE AND EDUCATION:

Any combination of education and experience that would be likely to provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five or more years of comprehensive, directly related, and progressive educational consultation experience and classroom teaching experience, including three years of experience in the fields of multimedia and other instructional technology professional development leadership capacities. School-based administrative experience is highly desirable.

Education:

Possession of a baccalaureate degree in education technology, liberal arts, curriculum and instruction, or a closely related field from an institution of higher learning accredited by the Council for Higher Education Accreditation. A Master of Arts or Sciences degree is desirable.

LICENSE OR CERTIFICATE:

Possess and maintain a valid California Teaching Credential (elementary or secondary) and a valid Administrative Services Credential (must attach credential to application).

ANNUAL SALARY:

2015 - 2016 Certificated Management Salary Schedule

Range 27 (a) \$102,828 (b) \$106,944 (c) \$111,216 (d) \$115,668 (e) \$120,300

WORK YEAR:

Twelve months. Duty year is July 1 to June 30. Position accrues 24 paid vacation days annually earned at the rate of two days per month of active service.

APPLICATION INSTRUCTIONS:

Interested, qualified persons are invited to submit an online employment application. Applicants are responsible for submitting a completed electronic employment application, cover letter, resume, copy of credentials, and three current, dated and signed letters of recommendation (written within the past 12 month) from administrators/supervisors by the deadline date. All required documents must be submitted electronically with your application.

Contact Jennifer Aston Flores at Flores_Jennifer@lacoed.edu with any questions regarding the process.

LACOE does not discriminate against individuals on the basis of age, actual or perceived race, actual or

perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. LACOE complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you are disabled and require assistance in accessing this event, please contact the LACOE Title II Coordinator at (562) 803-8297.