



**Los Angeles County
Office of Education**

Serving Students ▪ Supporting Communities ▪ Leading Educators

**Coordinator III: Instructional Technology Outreach
Technology, Learning and Support Services
Division of Technology Services**

THE POSITION

The Coordinator III, Instructional Technology Outreach, Technology, Learning and Support Services, a division of Technology Services, shall manage certificated coordinator staff in the development and implementation of professional development and consultative services conducted throughout Los Angeles County in instructional technology to support California Standards and academic achievement. This supervisory position requires expertise in program management and experience in instructional technology in relation to curriculum and instructional content and effective professional development practices. Project development, implementation and execution of staff assignments and resources are integral requirements of this position. The Coordinator III makes decisions of critical consequences, impacting daily operations and evaluates the quantity and quality of work performed by project professionals and technical employees. 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. The Coordinator III, will plan, coordinate, and facilitate the design, development, and implementation of programs to ensure that instructional technology learning and teaching resources are integrated into classroom instruction effectively. This position also supports educators in accessing instructional technology resources; 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 professional development activities. The management of unit programs should align with LACOE goals and objectives and the coordination of budgets and implementation strategies must ensure the appropriate use of unit resources. Administrative direction for this position is provided by the division director.

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 instructional multimedia, and online technology applications.
- ◆ Plan, organize, design, and coordinate inservice and professional development training programs to advance the understanding and application of instructional technology approaches to innovative and creative educational programs.
- ◆ Disseminate online information and instructional material to schools and districts throughout Los Angeles County.
- ◆ Serve as a liaison to school district staff in the design, development, and introduction of digital instructional learning and teaching resources and facilitate discussions in relation to curriculum and instructional programs.
- ◆ 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 online teaching and learning 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.
- ◆ Assess, analyze, and interpret needs assessment and evaluation data in determining program development and improved results.
- ◆ Supervise certificated staff and provide feedback and assistance as needed to accomplish annual performance goals in alignment with division priorities.
- ◆ Develop and deliver informational presentations to LACOE leadership and partners.

QUALIFICATIONS:

Knowledge of:

- ◆ Effective management and administration techniques regarding planning, curriculum and instruction development, and Technology Services program.
- ◆ Human relations and conflict resolution strategies and team building principles and techniques.
- ◆ 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, multimedia, live, interactive distance learning.
- ◆ Evaluation techniques for determining project and program coordination and supervision strategies.
- ◆ Accountability systems, assessment, evaluation methods, and techniques.

Ability to:

- ◆ Effectively coordinate, plan, and implement professional development in instructional technology both face-to-face and online.
- ◆ Effectively manage projects and related personnel to insure alignment with division goals.
- ◆ Plan and coordinate meetings, workshops, and conferences pertaining to the application of instructional technology and alignment with state and federal programs.
- ◆ Coordinate the distribution of informational materials to support professional development activities.
- ◆ Analyze, assess, and interpret legislative, statistical, and programmatic data and apply gained insight into instructional technology programs.
- ◆ Communicate effectively in oral and written form.
- ◆ Establish and maintain effective working relationships and work collaboratively with management team and staff.
- ◆ Participate effectively and efficiently in the recruitment, selection, evaluation, and training of unit personnel.
- ◆ Utilize basic computer applications (e.g. Microsoft Office Suite) for personal productivity and communication.

ANNUAL SALARY:

2017 - 2018 Interim Certificated Management Salary Schedule

Range 30 (a) \$103,560 (b) \$107,700 (c) \$112,008 (d) \$116,484 (e) \$121,140

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.

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, 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 one of the six regional accreditation associations as recognized by the Council on Postsecondary Accreditation. A Master of Arts or Sciences degree is desirable.

LICENSE OR CERTIFICATE:

Possess and maintain a valid California Teaching Credential (Elementary or Secondary) is required. Possession of a valid California Administrative or Supervisory Credential is required.

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.