

Position Description

Position: Coordinator Instructional Technology	Board Approved: 7/8/14
Salary Grade: Certificated Administrative	FLSA: Exempt

Summary

Under general direction of the Executive Director, Professional Development, the Coordinator facilitates and promotes technology literacy and instructional skills among teachers, administrators, and staff.

Essential Duties and Responsibilities

- Provides district, school sites and departments with technology information and learning resources.
- Oversees educational technology which is integrated into the district-approved curriculum.
- Plans, conducts, and coordinates workshops to promote the effective use of new technological tools.
- Identifies educational technology products, programs, and practices to support classroom teachers and teacher librarians in schools.
- Reviews training needs and evaluates effectiveness of training programs.
- Identifies exemplary programs and practices for review, evaluation, adoption or modification.
- Collaborates with staff to provide workshops, services, and activities which support instructional improvement.
- Improves instructional practice through the development and innovation of systems to link educators with electronic resources and train educators in their use as instructional tools.
- Facilitates the development of district leaders in instructional technology.
- Creates, plans, organizes and delivers professional development activities and coaching in technology.
- Facilitates online resources for students and educators to improve instructional practice and broaden resource offerings for students.
- Organizes and implements a systematic and sustained approach to professional development including on-line blended learning.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators and groups.
- Assists site leadership teams and classroom teachers to implement research-based school improvement practices.
- Other duties may be assigned as required.

Qualifications

▪ Knowledge and Skills

- Knowledge of California's content standards The Common Core State Standards and expectations for student proficiency.
- Knowledge of 21st century skills and how to effectively integrate them into curriculum and instruction.
- Knowledge of effective staff development practices.
- Knowledge of current technology web 2.0 resources, hardware and integration practices that support classroom teachers.

- Knowledge and skills in project-based teacher and learning strategies as enhanced by educational technology.

▪ **Abilities**

- Work as part of a team and be self-directed.
- Express ideas and concepts clearly and concisely in oral and written form.
- Conceptualize and/or produce professional development materials.
- Establish and maintain cooperative and professional working relationships with individuals, groups, and public and private agency personnel.
- Motivate, challenge and guide others in the improvement of educational programs.
- Coach teachers and administrators in the implementation of instructional technology.
- Analyze data, render judgment, make decisions and solve problems efficiently and effectively.
- Conceptualize new ideas and approaches and integrate them into a coherent program.
- Plan, organize and conduct training, in-service and staff development activities.
- Maintain and improve professional skills and knowledge.

▪ **Physical Abilities**

- Hear and speak to make presentations, and exchange information in person and on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- See to read and prepare documents and reports, and view computer monitors;
- Sit or stand for extended periods of time.
- Bend at the waist, and reach overhead, above the shoulders, and horizontally to store and retrieve files.

▪ **Education and Experience**

- Multiple/Single Subjects Credentials or credentials of equivalent authorization issued by the CCTC required. Bachelor's degree in a related area is preferred.
- Three years of training and experience or comparable leadership position at a school site; and a strong background in curriculum/instruction, educational technology and professional development. Progressive experience working with new and emerging technologies desired.
- Administrative Services Credential preferred.

▪ **Licenses and Certificates**

- A current California Driver's License and proof of insurance are required.

▪ **Working Conditions**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.