



CUPERTINO UNION SCHOOL DISTRICT
Cupertino, California

UNIT: Certificated Manager
RANGE: 262 – Coordinator
DATE: July 3, 2017

JOB DESCRIPTION

COORDINATOR, INSTRUCTIONAL TECHNOLOGY

BASIC FUNCTIONS

Under the direction of Director, Instructional Services, assists in the coordination, administration and evaluation of the District's technology instruction and curriculum integration programs with an emphasis on Common Core State Standards (CCSS) alignment. Works collaboratively with Department staff members to ensure coherent implementation and infusion of technology across all subject areas.

RESPONSIBILITIES

1. Coordinates and organizes District-wide instruction programs for technology implementation across all subjects.
2. Consults with teachers, Instructional Services staff, and principals on the articulation of curriculum and research-based instructional practices.
3. Conducts and coordinates District-wide professional development in areas of K-8 technology integration.
4. Confers and communicates with management/staff to identify instructional technology needs and support to ensure successful implementation.
5. Identifies and defines potential and/or existing technological problems; develops and recommends solutions to the Information Technology Department.
6. Assists in the evaluation of technology instructional programs.
7. Acts as a resource in providing information related to instructional technology.
8. Develops and monitors budgets, as assigned.
9. Develops, submits and supervises Federal and state applications for funding of assigned programs and services when applicable.
10. Develops and submits reports as required by Federal, state and county government, and by other governmental agencies.
11. Supervises, develops and evaluates assigned personnel.
12. Performs other duties as assigned.

QUALIFICATIONS

1. Valid California Administrative Services Credential.
2. Master's degree in related field.
3. Minimum of three (3) years demonstrated success as a classroom teacher and/or public school administrator.
4. Ability to make judgments, analyze complex situations, and make sound decisions.
5. Leadership experience related to instruction and curriculum initiatives, including CCSS.
6. Demonstrated ability to design, facilitate and evaluate professional learning programs.
7. Demonstrated knowledge of Federal, state and county laws pertaining to instruction and curriculum.
8. Demonstrated ability to communicate effectively both orally and in writing.
9. Demonstrated ability to maintain cooperative working relationships with those contacted in the course of work and to effectively manage assigned programs.
10. Leadership experience related to instructional technology and twenty-first century learning.
11. Ability to maintain physical standards to carry out job requirements.
12. Possession and maintenance of a valid California Driver License.