

**Ojai Valley School**  
**Job Description**

**JOB TITLE: EDUCATIONAL TECHNOLOGY COORDINATOR**

**EXEMPT (Y/N):** Yes

**SHIFT:** As Scheduled

**LOCATION:** Lower Campus

**SUPERVISOR:** Laurie Clark - Head of School, Lower Campus

**SALARY LEVEL:** Negotiable

**DIVISION:** 21

**DEPARTMENT:** Faculty

Ojai Valley School is a pre-kindergarten to grade 12 boarding and day school located on two campuses in Ojai, California. The Lower Campus serves students in grades PK-8 and the Upper Campus serves students in grades 9-12.

**Summary of Position**

The Educational Technology Coordinator reports to the Director of Technology and the Head of School and is responsible for most issues relating to technology at the school. These include, but are not necessarily limited to, the following areas:

**Essential Duties and Responsibilities**

1. To teach a broad range of technology skills to our students in regularly scheduled technology classes.
2. To develop, coordinate, and teach classes on instructional and administrative applications for lower campus faculty and students.
3. Assist in the production of schedules and grade reports.
4. To provide technical curriculum assistance regarding hardware usage, software applications, computer technology, and the general instructional use of technology in the classroom.
5. To assist in the integration of technology applications across the PK-8 curriculum.
6. To develop, update, and maintain the school's inventory of hardware and software.
7. To troubleshoot problems relating to hardware and software.
8. To establish systems for educators to access, preview, or receive training in hardware usage and software applications.
9. To communicate information about training services and research, including communication, and making presentations, accompanied by handouts and/or training manuals.
10. To assist with the development of, and participate in, computer user groups.
11. To stay current with technological knowledge and skills.
12. To serve as a technology liaison to the department chairs, division coordinators, academic and administrative teams.
13. Maintain the electronic student records system and assist faculty with training for report card program. Provide tech support for administration proofing report card system.
14. To serve as an assistant network administrator and support infrastructure, including hardware (network server, classroom, computer lab, administrative, & laptop computers), Internet connections, and website, and software (virus control, software coordinator, software support, etc.).

15. Assist in the production (sound and lights) of school events such as plays, all school assemblies, guest speakers, and concerts.
16. To perform other duties as assigned by the Head of School, such as participation in the Outdoor Ed. Program, duty supervision, and assemblies.
17. To support the school and its leadership.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree from a four-year college or university; prior teaching experience required. Credential and experience with curriculum planning are preferred.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate grades, and possesses basic skills to work with budgets.

**REASONING ABILITY:**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

1. Current CPR and First Aid preferred.
2. California Driver's License preferred.

**OTHER SKILLS and ABILITIES:**

1. Ability to use training and experience to teach children of all ages.
2. Enthusiasm, sense of humor, patience, and self-control.
3. Good character, integrity, and adaptability.
4. Ability to supervise children of all ages.
5. Ability to relate to one's peers.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands, fingers, handle, or feel objects, tools, or controls; reach with hands and arms; stop, kneel, crouch or crawl; and talk or hear. The employee is occasionally required to climb or balance.

The employee must frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Ojai Valley School is an equal opportunity employer. *All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, national origin, disability or veteran status.* To submit your resume, along with a completed and signed Ojai Valley School job application

(<https://www.ovs.org/wp-content/uploads/2018/01/OVS-Employment-Application-20180126.pdf>) or for further assistance or information, please contact Bianca Landworth at [ovsjobs@ovs.org](mailto:ovsjobs@ovs.org).