

**EDUCATION TECHNOLOGY COORDINATOR****DEFINITION:**

Under the direction of the K-12 Assistant Superintendents of Curriculum and Instruction, the Educational Technology Coordinator is responsible for planning, coordinating, and directing activities and programs related to curriculum development, instruction, staff development, assessment, and instructional software that promotes the effective use of instructional technology.

**QUALIFICATIONS:**

Experience: Minimum of five (5) years of credentialed experience. Preference will be given to individuals with successful experience in leadership roles

Education: Master's Degree in Education Technology or Education Administration desired; Possession of a California Administrative Services Credential or Certificate of Eligibility for Administrative Services Credential

Other: California Driver License

**DISTINGUISHING CHARACTERISTICS:**

- Work with changing priorities, regulations, and deadlines
- Analyze situations accurately and recommend necessary action
- Organize information, materials, and time effectively
- Be an effective team member
- Demonstrate skills collaborating with teachers and administrators
- Perform essential job functions and job task requirements

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Build capacity of individual staff members to effectively use and integrate computer technology.
- Incorporate most recent instructional technology developments into district planning and implementation.
- Meet regularly with site technology coaches to facilitate communication, provide training, and increase articulation of programs and strategies.
- Organize and coordinate with principals, content specialists, and teacher communities, grade level and departmental meetings in order to affect horizontal and vertical continuity and articulation of instructional technology programs.
- Maintains the District's Master Course File, including the assignment and regular updates of state course codes and credits.
- Collaborates with the FCUSD Human Resources' department and the District's CalPads Coordinator to ensure accuracy for course and credential coding.
- Serves as the liaison between FCUSD and CDE to appropriately map CTE courses into compliant Industry Sectors and Pathways.
- Assists in the master schedule building process by ensuring the accuracy of course offerings and course codes.
- Facilitates the organization of the Secondary Curricular Advisory Committee.
- Reviews and formats proposed course outlines.
- Research and promote innovation of emerging technologies that support modern educational technology integrations.
- Develop, implement, evaluate, and provide staff development to build instructional capacity, professional growth, and administrative skills for certificated and classified staff.
- Review, recommend, and provide guidance in the selection and use of instructional materials as aligned with state and district standards.
- Assist in the identification and alignment of learning priorities with educational technology resources.
- Collaborate and advise on the implementation of district curriculum, instructional design, instructional delivery systems, and the strategies as it relates technology integration with teaching and learning.
- Provide assistance in interpreting data and application of instructional technology to the classroom to improve learning, climate, engagement, etc.
- Provide minor troubleshooting service for hardware and software related to instructional technology.
- Assist in the coordination of technological infrastructure needed to support digital curriculum and tools for modern technology integrations.
- Support the Coordinator of Assessment in the preparation for and support of departments and schools as it relates to state level assessments and pilots.

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- Facilitate the implementation of new software and services by creating a project plan, communicating software requirements, managing the database, and planning ongoing training.
- Assist in the preparation and administration of project budgets and monitor hardware and software expenditures.
- Visit school sites and classrooms on a regular basis.
- Perform other related duties as assigned.

**KNOWLEDGE:**

- Understanding of technology integration in support of the instructional program
- Ability to develop and maintain cooperative relationships with community members, certificated staff, and classified staff
- Knowledge of technology integration with curriculum and instructional pedagogy

**ABILITIES AND SKILLS:**

- Effective staff and public relations skills
- Verbal and written communication skills
- Planning and organizational techniques

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described 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 the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.