

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Instructional Technology	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Coordinator I	FLSA:	Exempt
JOB CLASS CODE:	8000	WORK YEAR:	12 months
DEPARTMENT:	Curriculum and Instruction	SALARY:	Range 09 Salary Schedule A
REPORTS TO:	Assistant Superintendent, Curriculum and Instruction	BOARD APPROVAL:	04-15-02
		BOARD REVISION:	06-24-02 11-03-05
		HR APPROVAL:	09-10-10
		HR REVISION:	10-21-14 01-12-16

BASIC FUNCTION:

Facilitate the integration of technology in the instructional program by providing profession development, supporting instruction, and serving as a resource that will increase student/staff knowledge and usage. Establish an environment which encourages creative and innovative use of instructional technology.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Provide input in the development of district-wide and school level programs that enable teachers and students to use technology as teaching and learning tools. **E**

Design, coordinate, and provide instructional technology professional development opportunities to meet curriculum goals; model effective use of appropriate instructional technology in the classroom for teachers and students. **E**

Assist teachers in the development of curriculum materials and development lessons utilizing technology. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Research and develop web-based learning and a database of technology courseware that correlates to district standards. **E**

Remain current concerning trends in technology by reading journals/papers, taking courses, and attending workshops. **E**

Provide technology support to schools regarding the purchase of technology media and equipment used to enhance student learning. **E**

Serve as a liaison between the district and county, state, and federal agencies. **E**

Develop and coordinate grant-writing proposals. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Assist with the preparation of the annual departmental budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, agencies, and vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, three years of teaching experience, and experience in education technology, staff development, and training of adults, as well as experience implementing technology grants.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; valid California Teaching Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methodologies for integrating technology into the curriculum and for managing technical change on a proactive basis.

Effective practices in educational technology and staff development.

Curriculum adoption process and the use of technology as an instructional tool.

Effective practices in educational technology and staff development.

Terminology used in technology.

Adult learning theory.

Current trends in technology.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

ABILITY TO:

Integrate technology in the instructional program.

Revise and edit technology courses of study as a result of committee input.

Provide instructional support in curriculum and staff development.

Implement the Strategic Plan for Educational Technology, technology grants, and educational technology in the curriculum.

Maintain current knowledge of technological advances in the educational field.

Develop and conduct staff development training programs.

Establish and maintain effective working relationships with others.
 Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Communicate effectively, both orally and in writing.
 Read, interpret, apply and explain rules, regulations, policies, and procedures.
 Analyze situations accurately, and adopt an effective course of action.
 Plan, organize, and implement projects and grants; meet schedules and timelines.
 Prepare comprehensive narrative and statistical reports.
 Supervise and evaluate the performance of assigned staff.
 Operate a computer, related software, and peripherals for productivity, including Internet, database, spreadsheets, multi-media presentations, interactive and graphics software.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and school environment; drive a vehicle to conduct work.

SAMPLE 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, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

APPROVALS:

Union(s) Signature

Date

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date