

Provide leadership, coordination and support to the Educational Services Division to assure the highest quality education to K-12 students in Santa Clara Unified School District.

**QUALIFICATIONS:**

- California Administrative Credential
- Minimum of five (5) years teaching and/or administrative experience
- Experience in (K-12) school education
- Experience in (K-12) educational technology

**REPORTS TO:**

Assistant Superintendent, Educational Services

**PERFORMANCE RESPONSIBILITIES:**

- Direct and coordinate the planning, implementation and evaluation of K-12 educational media and learning resources district-wide
- Serve as a member of the Educational Services Division and as a member of District Management Team
- Provide district level education technology leadership by:
  - a. Assisting principals and teachers in planning and administering a technology enhanced instructional program in all curriculum areas
  - b. Assisting principals in logistics of 1:1 devices
  - c. Assisting in the development, interpretation and implementation of school board policies
  - d. Collaborating with the other Ed Services department managers to provide TK-12 articulation for educational technology
  - e. Directing the curricular work of Teachers on Special Assignment (TOSAs)
  - f. Leading the development, implementation and evaluation of staff development events
  - g. Acting as a liaison to the Instructional Technology Group (ITG)
  - h. Providing oversight to the online and blended learning options available to students
  - i. Overseeing the development and implementation of the technology plan
  - j. Support sites in implementation of Computer Science, Project Based Learning (PBL), Robotics and Engineering
  - k. Collaborating on student privacy and digital citizenship with ITG, sites and the curriculum department
  - l. Overseeing the Digital Resource workflow
  - m. Attending board and district meetings as appropriate
- Provide support to the Educational Services Division by:
  - a. Working collaboratively with and in mutual support of the Ed Services team members
  - b. Promoting the Division's vision of a service oriented organization to all stakeholders of SCUSD
  - c. Providing leadership in short and long-range planning
  - d. Informing and educating the Educational Services team in current trends in educational technology, computer science, and PBL

***Coordinator—Educational Technology (continued)***

***Page 2***

- e. Providing assistance for categorical, special programs and grants
- f. Preparing all required reports and maintain all appropriate records
- g. Managing budgets as assigned
- h. Performing evaluation of assigned staff
- i. Performing other duties as assigned by the Assistant Superintendent of Educational Services

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's Certificated Management Salary Schedule for the position of Coordinator

Length of the work year: 12 months/225 days

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.