



COORDINATOR – EDUCATIONAL TECHNOLOGY

PRIMARY FUNCTION:

Under the general direction of the Assistant Superintendent/Education Services and/or Designee, the Coordinator of Educational Technology is responsible for co-planning, coordinating, and facilitating the design, development, and implementation of educational technology professional development support programs to ensure that digital learning and teaching resources are effectively integrated into classroom instruction around the California State Standards and the NETS. The Coordinator of Educational Technology is primarily responsible for supporting the IT-TOSA's and teachers in the use of technology for the purpose of teaching and learning. This will be a full-time certificated management staff member who will manage logistics and operations relative to the departments IT TOSA's and Educational Technology goals.

ASSIGNED RESPONSIBILITIES:

1. Plans, organizes, designs, and delivers professional development to advance the understanding and application of educational technology approaches in instructional programs.
2. Maintains a professional online presence to show leadership and demonstrate ethical behavior as a representative of the Palm Springs Unified School District.
3. Serves as a liaison to school district staff in the professional development and introduction of educational technology learning and teaching resources.
4. Reviews educational technology training materials, curriculum, literature, and current practices and adapts the more effective approaches to support student learning outcomes.
5. Serves on educational technology advisory committees.
6. Prepares management status reports pertaining to educational technology professional development and standard integration to monitor program success.
7. Analyzes, assesses, and interprets needs assessment and evaluation data in determining professional development needs and changes.
8. Serves as a resource to schools in the facilitation of Palm Springs Unified School District adoption of instructional educational technology resources

9. Meets frequently with District staff, school district officials, advisory groups, and other policy makers for the purpose of planning and directing educational technology professional development and classroom integration activities.
10. Co-evaluates the IT TOSA's.
11. Performs other related duties as assigned.
12. Leadership, coordination, and ethical engagement.
13. Systems Development and protocols.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- **Knowledge of:**

- a. Principles, techniques, strategies, goals, and objectives of Educational Technology Services.
- b. Methods, tools, and best practices in online and blended learning.
- c. Federal, State, and County Laws, codes, and office policies and regulations concerning curriculum and instruction programs.
- d. Educational technology, in relation to curriculum and instruction.
- e. Technical e-learning resources and methods.
- f. Professional development design and delivery.
- g. Techniques for evaluation of professional development in support project and program implementations.
- h. Excellent human relations, conflict resolution strategies, and team building principles and techniques.

- **Ability to:**

- a. Consult and collaborate with district committees.
- b. Conduct research, project development, and technical advisory functions within established policy guidelines.

- c. Plan and coordinate meetings, workshops, and conferences pertaining to the application of educational technology.
 - d. Advise and support educators regarding educational technology resources.
 - e. Coordinate the distribution of informational materials and resources to support professional development activities.
 - f. Communicate effectively in oral and written form.
 - g. Establish and maintain effective working relationships.
- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):
 - **Physical:**
 - a. Ability to push, pull, and transport instructional and/or presentation materials up to ten (25) lbs. on a regular basis and up to forty (40) lbs. occasionally.
 - b. Ability to communicate so others will be able to clearly understand a normal conversation.
 - c. Ability to understand speech at normal levels.
 - d. Ability to bend, twist, stoop and reach.
 - e. Ability to drive a personal vehicle to conduct business.
 - f. Generally the job requires 55 percent sitting, 35 percent walking, and 10 percent standing
 - g. Creates and maintains a safe working environment by being knowledgeable, applying, and enforcing proper safety rules to protect self and others. Addresses potential safety concerns in a positive and proactive manner.
 - **Mental:**
 - a. Ability to organize and coordinate schedules
 - b. Ability to analyze and interpret data

- c. Problem solving
- d. Ability to communicate with the public
- e. Ability to read, analyze and interpret printed matter and computer screens
- f. Ability to create written communication so others will be able to clearly understand the written communication
- g. Ability to communicate so others will be able to clearly understand a normal conversation.
- h. Ability to understand speech at normal levels.
- **Environment:**
 - a. Indoor – frequently
 - b. Outdoor – occasionally (temperature variations).
 - c. Ability to work at a desk and in meetings of various configurations.

EDUCATION AND EXPERIENCE:

- a. Valid California Administrative Services Credential
- b. Bachelor’s Degree or higher
- c. A minimum of five (5) years of experience as a classroom teacher with increasing responsibilities at the site level.
- d. Must possess a valid driver’s license

DIRECTLY RESPONSIBLE TO: Assistant Superintendent/Education Services and/or Designee

OVERTIME STATUS: Exempt

BARGAINING UNIT STATUS: Management

EVALUATION: Performance of this job will be evaluated in accordance with provisions of Board Policy on Evaluation of Management/Confidential employees

Regulation Approved: 09/14/2021