

CLOSING DATE: JUNE 23, 2017

**PROGRAM ADMINISTRATOR,
EDUCATIONAL TECHNOLOGY**

NOTICE OF VACANCY

Human Resources Office-Pomona Unified School District-800 South Garey Avenue-Pomona, CA 91766-(909) 397-4800, ext. 23800
All applicants who qualify are invited to submit applications for consideration and review.

June 19, 2017

(In-District)

POSITION TITLE: PROGRAM ADMINISTRATOR, EDUCATIONAL TECHNOLOGY

RESPONSIBLE TO: Director, Educational Technology

DEFINITION: Under the direction of the Director, Educational Technology, and/or designee serve as the administrator for a variety of educational technology-related programs and projects, including personalized, digital learning and curriculum, professional learning for staff, and the 1:1 initiative; supervise and evaluate the performance of assigned staff.

**POSITION
DUTIES &
RESPONSIBILITIES:**

1. Evaluate, access and acquire digital curriculum purchased and curated Open Educational Resources (OER) components to support student standards and academic achievement.
2. Coordinate the design and implementation of personalized and blended learning models, including curriculum, instructional practices, personalized professional learning, and flexible learning spaces.
3. Oversee, support and enhance the district's online credit recovery and acceleration programs, including coordination/management, staff professional learning, data collection and distribution, and on-going support for the schools.
4. Work with Educational Services to expand online personalized professional learning opportunities for teachers and administrators, including the development of digital badging.
5. Provide direction and support of the district's homeschool program, as it relates to educational technology and digital curriculum.
6. Oversee the design and development of the Educational Technology online presence, including website, mobile app, social media, video and digital resources for professional learning.
7. Collaborate with various district departments such as Information Technology Services (ITS), Assessment and Accountability, Educational Services and Business Services to ensure district and educational technology programs and initiatives are supported and sustained.
8. Organize and facilitate district committees, including digital exploration committees to make recommendations on supplemental and primary curriculum, as well as online courseware and OER.
9. Coordinate and support the district's Technology Teacher Lead (TTL) program.

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10. Collaborate with district and site staff to provide assistance in aligning curriculum, instruction and assessment as it relates to specific programs and program evaluation.
11. Help to coordinate and fully implement the district Future Ready Technology Plan, including the implementation of the Future Ready Promise School 1:1 initiative.
12. Develop and monitor budgets for assigned projects.
13. Attend and conduct a variety of meetings, including ETESITS and the Technology Advisory Committee (TAC), and serve on committees as required.
14. Maintain current knowledge of educational research, materials and strategies by researching, planning, facilitating, and attending meetings, trainings and conferences pertaining to the quality of an instructional program to meet the needs of both staff and students.
15. Work collaboratively with external partners to support implementation of district programs.
16. Perform related duties as assigned.

QUALIFICATIONS:

Minimum:

1. Valid California Administrative Credential
2. Any combination equivalent to a Bachelor's Degree
3. Five years of successful teaching experience with positive evaluations.
4. Three years of experience in the planning and delivering of educational technology professional development based on student achievement data and adult learning needs.
5. Valid California driver's license

Desirable:

1. Possession of an advanced educational degree (MA/MS, EDS, PhD/EdD and/or certification in support of curriculum and technology integration in the core academic areas

GENERAL CHARACTERISTICS:

Work Year and Salary:

220 working days. Administrative Salary Schedule, Level XIV(a), \$99,090 - \$120,405 (*beginning annual salary dependent upon education and experience*).

APPLICATION PROCEDURE:

All applications and required documents for this position must be submitted through EdJoin, which includes **a certificated application form, a current 2-page resume, three (3) letters of reference, and copies of credentials/transcripts/degrees/licenses (this requirement also applies to in-district applicants.) This vacancy is open until 4:30 p.m., June 23, 2017.**

Non-Discrimination Policy

The Pomona Unified School District does not discriminate based on actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity.

If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the school site principal and/or Assistant Superintendent, Human Resources (CCR Title 5 and Title IX Officer), Darren Knowles, at 909-397-4800, ext. 23800 or darren.knowles@pusd.org. A copy of PUSD's Uniform Complaint Policy and PUSD's Non-Discrimination Policy are available upon request.

Mandated Reporter

Selected candidate must have a Mandated Reporter Training Certificate of Completion, which can be obtained on www.mandatedreporterca.com

DK:dc

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