

Sequoia Union High School District

JOB DESCRIPTION

<u>JOB TITLE:</u>	COORDINATOR OF INSTRUCTIONAL TECHNOLOGY AND INNOVATION
<u>CLASSIFICATION:</u>	Certificated Administrator
<u>SALARY SCHEDULE:</u>	Certificated Management
<u>LEVEL:</u>	Level V
<u>LOCATION:</u>	District Office
<u>BOARD APPROVAL:</u>	June 10, 2020

DEFINITION

Under the general direction of the Chief Technology Officer and the Director of Curriculum and Professional Development, the Coordinator of Instructional Technology and Innovation provides strategic leadership, direction, and coordination of instructional technology to support the success of all students. The Coordinator of Instructional Technology and Innovation plans, organizes, coordinates, and evaluates technology services that support instructional programs; serves as a resource to teachers and administrators to enhance instructional technology in the classroom; provides appropriate staff development and training; assists the district and its schools in building the district's capacity to effectively use and integrate instructional technology into teaching and learning; and provides resources and training so that both students and teachers become independent users of technology to support and enhance student learning and the implementation of the California Common Core State Standards and related curriculum. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.

ESSENTIAL DUTIES

- Serve on the technology leadership team to plan the development and implementation of the district technology plan which includes Online Learning and the District's Strategic plan as it pertains to Technology.
- Assess the technology training needs of the instructional staff and deliver appropriate training on hardware, software and internet usages as well as methods and instructional strategies of integrating technology into the curriculum.
- Assess the technology training needs of the building administrators and deliver appropriate training on hardware, software and internet usages to enhance technology leadership skills.
- Assist with the supervision of designated coaching staff that is responsible for instructional technology integration.
- Design, develop, and deliver on-line training to faculty and staff in the use of instructional technologies and educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning.
- Responsible for developing and overseeing faculty development related to Instructional Technology and Online learning.

- Improve, promote, and monitor the acceptable and proper use of the technology at school and while Online Learning from home.
- Establish and monitor the District's Acceptable Use Policy, Copyright policies, Online Learning policies or any other policy relating to technology to ensure that the policies are up to date and are communicated to the appropriate groups.
- Provide consultation for the design, development, implementation and evaluation of online education projects, programs and initiatives.
- Develop and implement a procedure for evaluation and adoption of educational software and hardware.
- Provide assistance with the development of district and building budgets for computer-related supplies, hardware, and software.
- Maintain an inventory of instructional computer software and licenses used by students and staff to ensure the district's compliance with licensing agreements and statutory regulations.
- Identify emerging trends and conduct needs analysis that offer opportunities for new programming and service.
- Collaborate with academic departments and external agencies (Business, governments and industry) to identify and provide quality online education opportunities.
- Serve as a member of district technology committees.
- Collaborate with the CTO in budget development and oversight for the Technology Department.

QUALIFICATIONS

EDUCATION:

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- Bachelor's degree from an accredited college or university.
- A Master's degree in education or a closely related field from an accredited institution of higher learning.
- Valid California single subject teaching credential.
- Valid California administrative credential (including an intern credential).
- English Learner Authorization (CLAD/BCLAD).

EXPERIENCE, KNOWLEDGE, AND SKILLS

Experience:

- A minimum of 5 years of successful classroom teaching experience teaching working effectively with a diverse learner population.
- Three years of significant, directly related, and successful experience in the field of educational technology. Classroom teacher experience working with educational technology is considered related experience.
- Experience with the effective use of media and technology in the classroom.
- Previous experience in curriculum development, coaching, facilitating and presenting to other classroom teachers.

- Significant experience providing professional development and training in the area of instructional technology.

Knowledge of:

- Ability to understand, analyze and interpret student performance and program data.
- Technology and computer software applications/digital tools relative to instruction.
- Effective teaching strategies to ensure differentiation of instruction.
- District policies and procedures that govern programs and curriculum.
- The California Standards for the Teaching Profession.
- California Common Core Standards.
- Current applicable laws, codes, regulations, policies, and procedures.
- School district organization, operations, policies, and procedures.
- Cultural competency to effectively communicate with parents and students who are not English speakers.
- Facilitating committees to identify needs, develop goals, and create and monitor action plans.
- Working collaboratively with interoffice and interagency staff to achieve common goals.

Ability to:

- Evaluate a variety of instructional technology programs to ascertain appropriateness, validity, effectiveness, and uses.
- Plan, coordinate, schedule, and administer resources to support instructional technology programs that have been adopted for use in the classroom.
- Develop or design plans to monitor and assess the effectiveness of instructional technology in the classroom.
- Plan, coordinate, schedule, and administer academic curriculum via technology for use in the classroom.
- Plan, collaborate, coordinate, and facilitate a variety of meetings, workshops, trainings, and conferences that are relevant to instructional technology.
- Select, train, supervise, monitor, and evaluate personnel as appropriate.
- Problem solve instructional technology issues that are pertinent to classroom instruction.
- Communicate effectively, both orally and in writing.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Demonstrate strong interpersonal skills using tact, patience and courtesy.
- Demonstrate a deep understanding of the teaching, learning, and assessments for improving student metrics/outcomes.
- Establish and maintain cooperative relationships with students, school personnel, parents, vendors, co-workers and the public.
- Communicate effectively in the English language both orally and in writing.
- Organize work, programs and activities to meet schedules, timelines and deadlines.
- Maintain accurate, up-to-date, and organized record-keeping.
- Maintain confidentiality regarding student records.

- Work independently with appropriate direction; be reliable, self-directed, and self-motivated.
- Be creative and flexible in meeting the diverse needs of students and parents.
- Analyze situations accurately and adopt an effective course of action.
- Use initiative and judgment in discussing problems with the public and District staff, involving office practices and policies.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Physical Requirements:

- Physical, mental and emotional stamina to perform the duties and responsibilities of the position.
- Manual dexterity sufficient to write, use telephone and business machines and related equipment.
- Vision sufficient to read printed materials, hearing sufficient to conduct in person and telephone conversations.
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb and move in an emergency situation.
- Physical mobility sufficient to move about the work environment (office, district), drive an automobile and respond to emergency situations.
- Physical strength sufficient to lift 20 pounds alone and more with a two-person lift.
- Physical stamina sufficient to sit for prolonged periods of time
- Physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, unpleasant smells.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

Working Environment:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually mild to moderate. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.