

**BRIEF DESCRIPTION OF POSITION:**

The Coordinator of Educational Technology under the supervision of the Director of Learning Support Services plans, organizes and implements district-wide professional learning programs to support the integration of educational technology into daily instructional practice. Assists site and district leadership in the identification and implementation of relevant educational technology. Provides support for the development and implementation of the District's Technology Plan to improve achievement and support mastery of the California Standards for ALL District students including English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides oversight and support for the implementation of State Board of Education adopted California Standards and the California Assessment of Student Performance and Progress.
2. Develops, plans, organizes, and implements district-wide educational technology based professional learning for classified personnel.
3. Develops, plans, organizes, and supports professional learning for certificated personnel to maximize effective use of the District's on-line learning management system, instructional data system, and student information system.
4. Develops, plans and coordinates technology based professional learning for New Teacher Orientation.
5. Provides support and professional learning for site and District Staff in the use of District's web-based college and career exploration planning system.
6. Supports District staff and sites with training on web based social media tools for effective communication within the school and community.
7. Provides oversight and support for the District's Teacher Librarians to ensure that textbooks are maintained on a database system and Electronic Learning Resource systems are functioning and fully integrated into the Learning Management System.
8. Works collaboratively with the Information Technology Department to ensure a positive, collaborative working relationship that supports the effective implementation of Educational Technology.
9. Provides support for the development of the District's Technology Plan including an annual staff survey.
10. Collaborates with District and site leadership and site Technology Coaches to implement the District's Technology Plan.
11. Provides oversight and support for the District's computer proficiency graduation requirement.
12. Performs other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Ability to communicate effectively
- Interpret policy, procedures and data.
- Maintain emotional control under stress.
- Current Educational Technology trends and resources.
- Current research methodology

**PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

- Frequent district-wide and occasional travel outside the District.
- Occasional prolonged and irregular hours.
- Infrequent heavy lifting.

**REQUIREMENTS:**

- WORK YEAR:** Certificated Management Work Year; 213 days
- CREDENTIAL:** Current valid Teaching Credential or Pupil Personnel Services or other Support Services Credential\_(required) and Current Administrative Credential (preferred)
- EDUCATION:** Master’s degree in education or related field from an accredited college or university (preferred)
- EXPERIENCE:** Three years successful experience as a certificated teacher or counselor or in other certificated support credential service (required); Successful experience as a school site administrator (preferred)
- OTHER:** Industry standard Technology Certifications (preferred); Experience providing Professional Learning on Technology (preferred)  
Bilingual in Spanish (preferred/not required)  
Extensive experience working with diverse student populations
- SALARY:** Certificated Management Salary Schedule
- BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance