

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Coordinator, Professional Learning and Technology Research**

**Purpose Statement**

The job of Coordinator, Professional Learning and Technology Research is done for the purpose/s of planning, coordinating and promoting the development of professional learning opportunities related to technology solutions facilitating the improvement of the efficiency and effectiveness related to information technology for the San Diego County Office of Education; and research and lead evaluation of emerging trends in information and education technology field including professional learning elements related to same.

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**Essential Functions**

- Oversee the planning, implementation of professional learning activities to support technology usage and implementation throughout the organization.
- Coordinates technology-focused professional learning program/sessions and related activities ensuring SDCOE technology facilitated the achievement of division and organizational goals.
- Oversees the implementation, maintenance, and growth of identified LMS
- Develops learning and developmental training materials to support division technology solutions
- Oversees and completes complex tasks such as coordinating the logistics of various training and professional learning activities, conducting webinars, face-to-face learning sessions, registration processes, activity-tracking, etc.
- Lead, research, and conduct evaluations of various technology tools such as event systems, assessment, LMS, CMS, etc.
- Collaborates with a variety of partners (universities, non-profits, etc.) for the purpose of developing professional learning programs.
- Assist with creation and monitoring of metrics for professional learning within the division and across the organization related to implemented technology solutions.
- Design services (data management, security, technology systems, etc.) for the purpose of implementing professional learning programs addressing identified training needs to support technology across the organization.
- Maintain a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions
- Researches a variety of information (e.g. courses, materials, etc.) for the purpose of developing new programs that meet staff training needs.
- Establishes good working relationships and collaborative arrangements with all stakeholders.
- Lead the development and preparation of a variety of materials (communications, marketing, websites, documentation, presentations, job-aids, etc.) to support the ITS division outreach activities.
- Manage a variety of professional job-alike communities
- Conduct program related presentations
- Research emerging trends in information and education technology and their ramifications on the division and organization. Based on research, recommend ways to apply new products, development work, and solutions to maximize value to the organization.

- Develop and implement self-help documentation for SDCOE staff to be able to investigate and self-correct technology-related issues.
- Manage the work of assigned staff, foster a professional learning culture support technology usage, and establish collegial relationships ensuring continuing learning among staff.
- Support and facilitate staff innovation, connecting learning opportunities, resources, and emerging trends through program activities.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures; analyzing budgets; analyzing data; classifying data and/or information; conducting meetings; planning agendas/meetings.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; current generation and emerging programming methodology; networking technologies and operating systems; accounting/bookkeeping principles; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; grammar, spelling and punctuation; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions; communicating with diverse groups; working as part of a team.

## **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

## **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience within a specialized field is required.

Education Bachelor's degree in job-related area. Masters degree preferred.

Equivalency Any combination equivalent to: a bachelor's degree from an accredited college or university in information technology, public administration, business administration or a related field and five (5) or more years of significant, directly related and progressively responsible experience in an educational setting with experience in facilitating trainings, conducting research and analysis and proposing recommendations. Management or supervisory and administrative responsibilities required.

## Required Testing

## Certificates

Driver's License & Evidence of Insurability

## Continuing Educ./Training

Maintains Certificates and/or Licenses

## Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 45

**Personnel Commission Approved: December 14, 2016**

Revised: