

**TITLE: Coordinator of Instructional Technology (FLSA Exempt)**

**MINIMUM QUALIFICATIONS**

- A valid state teaching certificate and Master's Degree in education is required.
- At least 5 years successful teaching experience demonstrating significant knowledge of instructional technology theory and practice, including integration of technology into the curriculum and teaching methods to advance students' learning.
- Ability to work with instructional technology in all areas of K-12 curriculum.
- Ability to plan, organizes, manage and lead instructional technology staff and functions.
- Experience in a wide range of instructional technology equipment, applications, hardware, software, and the Internet.
- Ability to coordinate and lead instructional technology in-service workshops for faculty, staff, administration and community.
- Knowledge of instructional technology setup, operation and minor repair.
- Effective oral and written communication skills.

**JOB SUMMARY:** The Instructional Technology Coordinator for the Parish will provide leadership and direction for the implementation of all aspects of the Parish's Instructional Technology Plan, including the establishment, maintenance, and improvement of a comprehensive, coordinated, and net worked system of instructional technology which results in improved instruction and improved student achievement.

**ESSENTIAL JOB FUNCTION:**

- Coordinate all Parish level instructional technology related activities.
- Coordinate the activities of the Parish Instructional Technology Committee.
- Assist teachers and schools with the integration of instructional technology into the curriculum.
- Collaborate with principals, supervisors, and directors in planning for the implementation of the instructional technology program in all schools across the parish.
- Develop comprehensive professional development program and offer in-service workshops on a regular basis to faculty, staff, administration and the community related to the use of instructional technology, its integration into the classroom curriculum, and the basics operating, trouble shooting, maintaining, and repairing instructional technology equipment.
- Assists in preparing an annual budget for supporting instructional technology activities at the Parish level and monitor expenditures for efficiency and effectiveness.
- Monitor an accurate inventory of all instructional technology in the Parish.
- Establish and monitor an efficient and effective plan for the maintenance and repair of instructional technology in the schools.
- Conduct ongoing assessment of the instructional technology program, including its impact upon instruction and student learning and its integration into the curriculum.
- Review school technology plans and acceptable use policies.
- Review expenditures and instructional technology funds generated through the Parish Instructional Technology Plan before they are sent on to appropriate administrator for final approval.
- Represent the parish at local, state, and national meetings regarding instructional technology on a regular basis to keep abreast of current developments in instructional technology and education.
- Serve as liaison with external agencies for instructional technology planning and maintain lists of instructional technology vendors and current pricing.
- Work with faculty, staff, and administration on the evaluation and purchase of hardware and software.
- Promote a community-wide awareness of the need for and benefits of an instructional technology program in the Parish.
- Seek additional funding sources through grant opportunities with federal, state, and local agencies, corporate and business partnerships and other sources.
- Encourage all schools to recruit local sponsors and volunteers to help in the technology efforts of the Parish.
- Direct annual instructional technology needs assessment and long-range planning.
- Perform such instructional technology related activities in the Parish as assigned by the administrator.

**Any and all duties as assigned by Assistant Superintendent of Curriculum and Instruction or designee**

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Performs such other office duties as may be assigned.

**PHYSICAL DEMANDS:**

- Possess physical skills and stamina to perform job responsibilities.
- Work requires occasional standing and extended, frequent use of the telephone.
- Must tolerate long periods of time using a computer keyboard and viewing a computer screen.
- Must tolerate long periods of sitting throughout the shift.
- Must tolerate frequent periods of walking throughout the shift.
- Must on occasions lift and carry file boxes, books, manuals, catalogues, files, records, etc.
- Must be able to bend and stoop in performing job duties.
- Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
- Must be able to handle numerous duties: **A. Fine Motor Skills** • Typing • Copying • Adding Machine • Computer entry • Filing • Binding • Writing out forms **B. Grasping** • Manuals • Boxes • Journals

**TERMS OF EMPLOYMENT:** 12 months per year, salary in accordance with current salary schedule.

**REPORTS TO:** Assistant Superintendent of Curriculum and Instruction or designee.

**Signature of Evaluatee:** \_\_\_\_\_

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

**Printed Name of Evaluatee:** \_\_\_\_\_

**Evaluatee's Employee Identification Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Evaluator:** \_\_\_\_\_

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.