

JOB DESCRIPTION
San Diego County Office of Education

Coordinator, Educational Technology

Purpose Statement

The Coordinator, Educational Technology is responsible for planning, coordinating and promoting the development and implementation of instructional technology programs that facilitate the improvement of the general curriculum and educational climate related to educational technology for the San Diego County Office of Education (SDCOE) and district stakeholders; and coordinating complex assignments and projects as assigned in support of county-wide educational technology programs.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Collaborates with others (e.g. district personnel, community organizations, SDCOE curriculum coordinators, etc.) for the purpose of developing, maintaining, and evaluating courses within the program.
- Coordinates and oversees the development of written reports, guidance, tools, and curriculum resources for the purpose of conveying information required to support educational technology.
- Coordinates program components including support needs, materials, professional learners, logistical and operational considerations (e.g. negotiating contracts with vendors, reserving space, etc.) for the purpose of meeting SDCOE and/or grant/program needs, guidelines or requirements.
- Maintains a variety of manual and electronic files and/or records (e.g. professional learners, lesson plans, up-to-date standards and frameworks, job aids, training documents and slides, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Participates in and leads meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information related to the integration of technology.

- Presents information to SDCOE, school district, and community groups (e.g. program offerings, participation levels, etc.) for the purpose of promoting programs, gaining feedback and complying with established internal controls.
- Provides technical assistance for the purpose of facilitating effective program learning and implementation.
- Provides innovative leadership and consultation for the purpose of ensuring support and development of quality and sustained professional learning for county school districts.
- Prepares a variety of program-mandated reports (e.g. narrative and statistical reports, records, files, etc.) for the purpose of complying with credentialing program requirements.
- Provides and coordinates online and blended courses for the purpose of assisting educators with acquiring the necessary skills and knowledge for authentic technology integration.
- Serves as liaison among school districts, college and university partners, and San Diego County Office of Education for the purpose of enhancing communications between all parties regarding the integration of educational technology.
- Supports the Director regarding administrative job functions for the purpose of providing school districts innovative technology integration.
- Monitors data, trends, and policies related to educational technology for the purpose of being knowledgeable on trends and changes and/or making recommendations related to technology integration.
- Plans, leads, and participates in conferences, meetings, workshops, trainings, and seminars for the purpose of representing the County Office at professional meetings and trainings related to educational technology integration in a broad range of curriculum areas.
- Supervises and coordinates the implementation of the program components for the purpose of incorporating the use of technology and meeting curriculum standards as prescribed by the California Department of Education (CDE).

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

Knowledge and Abilities:

KNOWLEDGE of:

Concepts of grammar and punctuation;

Business telephone etiquette;

Current learning theory;

Desktop support;

Collaborative problem-solving methods;

Statistical analysis and graphic presentations;

Budget and planning;

Current trends, innovations and practices in educational technology.

ABILITY to:

- Gather, collate, and/or classify data;
- Analyze data utilizing defined but different processes;
- Operate equipment using defined methods;

- Work with a significant diversity of individuals and/or groups;
- Work with data of widely varied types and/or purposes;
- Analyze issues and create action plans;
- Adapt to changing work priorities;
- Communicate with diverse groups;
- Set priorities;
- Build collaborative relationships;
- work with constant interruptions;
- Meet assigned deadlines and schedules;
- Work as part of a diverse team;
- Coach and mentor other educators.

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, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Experience: Five (5) years experience teaching in K-12 educational setting using educational technology infused instructional methods. Experience must include teaching in online/blended format and delivering presentations to small and large groups on educational technology topics.

Education: Bachelor's degree from a regionally accredited college or university education, educational technology, or related area.

Equivalency: A combination equivalent to a bachelor's degree from a regionally accredited college or university education, educational technology, or related area, and five (5) years experience teaching in K-12 educational setting using educational technology infused instructional methods. Experience must include delivering presentations to small and large groups on educational technology topics.

Required Testing

N/A

Continuing Educ./Training

Maintains Certificates and/or Licenses

Certificates

Valid California Administrative Services Credential.

Valid California Teaching Credential

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

Tuberculosis Clearance

FLSA Status: Exempt

Salary Range: Certificated Management Grade 45

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