

COORDINATOR, INNOVATION AND ACADEMIC EVENTS

Basic function

Assist school personnel and other stakeholders to innovate learning through improved use of technology. Support and enrich the development of creative, connected teaching and learning. Plan, coordinate and promote various academic events for schools and students.

Supervision

Directly responsible to the Associate Superintendent of Curriculum and Instruction.

Representative duties

- Lead innovation and professional learning in the areas of instructional design and technology enhanced pedagogy to teachers and administrators in online, blended and face-to-face environments with a focus on instructional design to improve daily instruction.
- Provide direct support to school personnel through campus visitation, observation, meetings and presentations to support innovative use of technology to deliver curriculum.
- Collaborate with Director of Educational Technology Services, as well as other managers in the Curriculum and Instruction Division to support programs, initiatives and professional learning.
- Engage in research and development to anticipate the needs and future focus areas for schools and districts related to educational technology.
- Plan and coordinate various academic events such as Author Go Round, Battle of the Books, Breakfast with the Authors, Showcase of Innovative Learning and Spelling Bee from the initiation of the project through completion.
- Train, oversee and schedule staff involved in academic events; including volunteers, judges and support staff.
- Attend meetings, prepare and present reports as requested.
- Perform other related duties as assigned.

Qualifications

Knowledge of:

Technology and its impact on learners and classrooms.

Student centered instructional strategies and pedagogy.

Current expectations for students and educators, including new standards, depth and rigor expectations, and assessment.

How 21st century learning supports shifts in curriculum and instruction.

Instructional approaches to promote equity.

Present to small and large groups in a variety of settings.

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Ability to:

Establish and maintain cooperative and effective working relationships with others.

Maintain records and files.

Plan and organize work.

Operate modern office equipment including a computer, databases and applicable software.

Work independently with little direction.

Education and Experience

Five years successful teaching experience.

Minimum of three years experience with technology integration and training experience in an educational setting preferred.

Experience leading meaningful professional learning at a school or district preferred.

Licenses and Certificates

Valid Preliminary or Clear California Administrative Services Credential preferred

Valid California Teaching Credential

Valid California driver's license

Working Conditions

Office environment

Driving a vehicle to conduct work

Physical Demands

Ordinary ambulatory skills to travel to outside offices and locations.

Sufficient visual acuity to recognize words and numbers.

Near-visual acuity to read written materials and computer screens.

Sufficient auditory and oral skills to carry on conversations in person and over the phone.

Ability to project voice to a large audience.

Sufficient hand-arm-eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device.