



COORDINATOR OF EDUCATIONAL TECHNOLOGY JOB DESCRIPTION

JOB SUMMARY

Under the direction of the Assistant Superintendent of Educational Services, research new and innovative instructional applications (apps); monitor educational technology for student safety, and support Career Technical Education (CTE) learning pathways.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research new and innovative instructional applications (apps) to assist in determining apps and digital programs to enhance student learning.
- Research, investigate, and determine best practices for app installations for digital programs, in collaboration with Information Technology (IT).
- Support and monitor student use of digital tools to ensure student safety, inclusive of Digital Citizenship and Research coursework.
- Research the role of AI in current and future apps and support the creation of district policies and procedures related to AI in education.
- Assist in developing Career Technical Education (CTE) programs.
- Support students and teachers in the use of film and digital media inclusive of podcast support.
- Support career technical education opportunities for students (i.e. Film Guild) and all related professional learning, student learning, and exhibition of learning.
- Support student empowerment related to technical skills at all school sites (i.e. STAR Tech).
- Attend specialized training opportunities to learn how to use and train others to use new equipment or programs.
- Design training/lessons and materials for Districtwide professional development.
- Train and mentor support staff to assist with projects.
- Assist schools and departments with best practices on websites.
- Manage and provide instruction to all teachers and staff on the learning management system (LMS) or other educational technology platforms.
- Collaborate with the Public Information Officer (PIO), departments, and schools to support the district website, educational technology and the CTE program.
- Maintains district website, updates, and online district calendars.
- Support the annual contract renewal process for all educational technology.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current educational technology, software applications, and procedures and equipment
- Learning Management Systems (LMS)
- Film design and production
- Web editing
- Modern project management techniques
- Career Technical Education (CTE) Learning Pathways
- Public speaking, research methods, fact sources and technical presentation
- Designing surveys for various stakeholders
- Adult Learning Theory
- Methods used in compiling statistical reports
- District policies, rules, and regulations
- Data processing and keyboarding

Ability to:

- Formulate and implement effective communication strategies and technical information
- Communicate to a variety of audiences using print, film, and digital media
- Research new technology and troubleshooting methods in this ever-changing field
- Develop project progress reports and/or recommendations for senior management
- Direct multiple projects simultaneously
- Prepare comprehensive narrative and statistical reports
- Perform a variety of complex technical tasks involving use of independent judgment, with accuracy and speed
- Establish and maintain effective working relationships with staff, administrators, vendors, and community members
- Be flexible, patient, and able to efficiently work under pressure
- Communicate effectively in both written and oral form
- Train and support students and staff
- Maintain cooperative working relationships
- Write effectively for varied audiences
- Work independently with little direction
- Proficiently operate a computer and standard office equipment
- Demonstrate interpersonal skills using tact, patience, and courtesy
- Maintain regular and consistent attendance

Education and Experience:

- Bachelor's Degree from an accredited four-year institution
- Minimum of two years of experience working with projects and activities related to educational technology in school settings
- Master's degree in educational technology (preferred)

Licenses and Other Requirements:

- Valid California Multiple Subject or CTE Teaching Credential

WORKING CONDITIONS**Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Moderate noise level
- Daily contact with district and/or school staff
- District travel to school sites

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Standing for extended periods of time
- Bending at the waist, kneeling, or crouching
- Occasionally lift and/or move up to 25 pounds

OTHER:

- Possession of a valid California's driver's license and employee provided transportation required.

CLEARANCES:

- California Department of Justice (DOJ) fingerprint clearance
- Pre-employment physical examination and drug screen clearance
- Current negative tuberculosis (TB) clearance

Board Approved: June 18, 2024