Birmingham Community Charter High School
Instructional Technology Coordinator

Department/Division:	Technology
Reports To:	Administrative Director-Technology
Provides Direction To:	NA
FLSA Exemption Status:	Certificated
Date Revised:	February 25, 2025
Salary Range:	Certificated Salary Schedule

BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL

DEFINITION

Under the direction of the Administrative Director-Technology, the Instructional Technology Coordinator, will assist in the implementation of 21st century teaching skills, curriculum development and the integration of technology into the secondary classrooms by serving as an instructional coordinator. The Instructional Technology Coordinator will conduct professional development with certificated staff, facilitate regular meetings with site level staff, work with teachers one to one to assist them in the successful integration of technology into their lessons, prepare training materials and perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Instructional Technology Coordinator is directly responsible to the Administrative Director-Technology, but will also collaborate with the CEO/Principal and other site administrators. The role of the Instructional Technology Coordinator is a support position designed to increase the capacity of teachers to use technology and to develop curriculum that effectively integrates the use of technology in the teaching and learning process. A principle goal of Instructional Technology Coordinator is to have a positive impact on student learning by successfully facilitating the appropriate integration of instructional technology in all learning environments.

ESSENTIAL DUTIES AND REPSPONSIBLITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides school-based high quality, standards-based professional development to certified staff to refine their knowledge and skills before, after and during the school day
- Conduct focused classroom demonstration lessons, observations and provide specific feedback to teachers
- Meet and collaborate with academic leadership (e.g. department chairs) to develop full technology integration into course curriculum and lessons
- Identify technology integration competencies among BCCHS teaching staff and deliver appropriate training, coaching, and resources to support professional growth of said staff

- Plan with, model for and coach teachers to implement technology-enhanced learning experiences using a variety of research-based, learner-center instructional strategies, resources, software and assessment tools

- Plan with, model for and coach teachers to address the diverse needs of all students, including identified subgroups, through the use of effective technology learning tools

- Assist in identifying, planning, and presenting workshops, professional development sessions and other professional growth opportunities to increase the effectiveness of technology integration into instructional programs

- Oversee quarterly Instructional Technology Committee meetings by: chairing all meetings, creating the agendas, keeping minutes, sharing committee findings/plans/activities with administrative and academic leadership groups

- Coordinate action research and data analysis sessions, in collaboration with the Instructional Technology Committee and administrative and academic leadership groups, to evaluate the effectiveness of the instructional technology program

- Coordinate Digital Citizenship program school wide, including identification of grade level curriculum (with administrative oversight) and implementation of curriculum

- Assist Administrative Director, Technology, IT Systems Manager and IT Technicians with distribution of student Chromebooks for 1-to-1 Program

- Prepare student materials for appropriate use and care of Chromebooks

- Participate in decision making related to instructional technology acquisition, implementation and deployment

- Utilize organizational skills to manage multiple projects, prioritize work, keep and maintain accurate records, meet deadlines.

- Operate a computer, iPad, Chromebooks, and other office equipment; experience with software packages and curriculum-based products and hardware.

- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Common Core State Standards, Next Generation Science Standards, Curriculum Frameworks, and Smarter Balanced and CAST Assessments along with instructional methods of a comprehensive secondary school including knowledge of ways to use technology to support instruction and other functions throughout the school
- 21st century learning skills and objectives
- Google Tools for Education
- Instructional technology, including software and hardware; iPad, Chromebooks and computer applications and operating systems

- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of students and adults
- Educational trends and research findings pertaining to educational technology as it relates to systemic change, professional learning communities, student achievement, assessment, and instructional technology
- Primary tenets of a Professional Learning Community
- Oral and written communication skills in English. Writing skills to develop professional correspondence. Effective oral communication to conduct meetings
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques

Ability to:

- Perform all essential duties of the position
- Plan, organize and lead professional development for all BCCHS staff
- Assist BCCHS leadership in planning and organizing the implementation and continued use of instructional technology
- Analyze and use data for instructional decision-making
- Assess educational needs of teachers and students and develop strategies to meet their need.
- Develop creative uses of instructional technology to address different subjects, grade levels, and learning styles
- Maintain an effective, collaborative learning climate at the schools with students and staff
- Communicate openly and work productively with a community of diverse opinions and ideas
- Read, interpret, apply, communicate, and enforce rules, regulations, policies, procedures, laws and codes
- Analyze problems and issues and develop appropriate solutions
- Prioritize, plan, and coordinate work to meet deadlines
- Communicated effectively both orally and in writing in English

EDUCATION, TRAINING, AND EXPERIENCE

Bachelor's degree, including all courses needed to meet credential requirements from an accredited institution. Master's Degree in education from an accredited institution, preferred**.** Minimum of five (5) years full time teaching experience at the secondary level in a core curricular area. Minimum of one (1) year of successful experience in a lead position that demonstrated leadership ability, knowledge/experience in curriculum, professional development, and expertise in instructional technology.

Licenses/Certificates/Special Requirements:

Valid California Teaching Credential with appropriate authorizations authorizing service in grade levels and areas assigned

ESSA Compliant

English Language Learner authorization

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

While performing the duties of this job, the employee is regularly required to sit; stand and walk; hear and speak to exchange information in a proficient manner in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee is occasionally required to bend, stoop, kneel, crouch or crawl, climb and balance. The employee must occasionally lift and/or move up to 50 pounds or more. The employee may be subject to physical and emotional outbursts by students; the employee must be able to run quickly for brief spurts. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability it adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; meet deadlines; demonstrate judgment and professionalism when interacting with school and program personnel, school administrators, managers, staff, students, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals, including students, parents and school employees. Some stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT

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

Employees regularly work in a classroom environment and occasionally in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee will work under classroom conditions which are moderately quiet. Employees are

subject to exposure to minor contagious illnesses, blood and other bodily fluids and possible exposure to blood borne pathogens. The employee occasionally drives to other sites, training facilities, community meetings and other locations as needed. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training programs.

Right to Revise:
This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

_____ _____

Employee Signature Date