

## MANAGEMENT JOB DESCRIPTION

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# COORDINATOR OF INNOVATION

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### **JOB SUMMARY:**

Under the supervision of the Senior Director of Leadership and Learning assigned to Innovation, provides Districtwide leadership and service in the planning and improvement of district innovation efforts.

### **ESSENTIAL JOB FUNCTIONS:**

- Assist in facilitating Districtwide change efforts to successfully implement educational technology and artificial intelligence use across school sites and programs.
- Research and identify trends and innovative approaches to teaching and learning.
- Directly assist in implementing and supporting school sites with educational technology, including instructional materials selection and providing professional learning.
- Collaborate in the development of Innovation-related District programs.
- Provide constructive leadership through visitations, observations, and meetings to coordinate resources and involve staff in the planning and development of programs.
- Serve as a strategic advisor regarding VAPA and innovation strategies, initiatives, and issues.
- Strategically collaborate with other District Coordinators and Resource Teachers on Innovation-related programs.
- Develop, monitor, improve and support District Innovation Stations.
- Assist in facilitating and maintaining district partnerships with community and industry partners.
- Supervise District Innovation teachers and provide feedback to maintain program efficacy and growth.
- Support the development and implementation of Innovation-related after-school and camp experiences in collaboration with the Extended Learning Opportunities Program (ELOP), including selecting instructional materials and providing professional development.
- Supervise after-school robotics program, including planning and monitoring professional development **learning**, program implementation, and districtwide competitions.

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- Serve as a curator of resources for districtwide Innovation initiatives.
- Function as a curriculum and instruction specialist providing staff professional learning in support of scaling District Innovation programs at school sites.
- Attend District, County, and State meetings and disseminate information to District personnel.
- Cooperate with other departments and divisions in cross-departmental/divisional projects.
- Assist in the writing, development, and implementation of District grant projects.
- Serve on interview and recruitment panels for new, certificated employees.
- Attend community events to showcase and support Innovation initiatives and programming.
- Perform other duties as assigned.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

#### **Credentials:**

Administrative Services required.

Multiple Subjects credential, CTE credential, Single Subject credential or equivalent. CLAD or BCLAD

#### **Education and Experiences:**

Master's Degree preferred.

Three to five years of experience in innovation or related field.

#### **Knowledge Of:**

- Common Core State Standards.
- Current teaching and learning practices.
- Current literature, trends and development in curriculum, assessment, instruction, and professional development.
- Design Thinking and interdisciplinary learning.

#### **Personal Qualities:**

#### **Ability To:**

- Provide leadership and direction, analyze problems, make decisions, communicate, and interact effectively and professionally under pressure, communicate orally and in writing, and work with a multiethnic staff and community.

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- Manage large scale projects, identify potential challenges, evaluate alternative solutions, and prepare sound recommendations based on data and research
- Work collaboratively with other administrative leaders in carrying out the work of the department and goals of the district that includes collaboration and team building through an interest-based, problem-solving approach.
- Thrive in an achievement-oriented and fast-paced environment.

Management Salary Schedule: *Range 1*  
BOARD APPROVED 08/09/23  
Revision Dates: 07/09/25