

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Coordinator of Educational Technology and Innovation

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Educational Services, this assignment will provide leadership and support to the District and its staff in the utilization and implementation of innovative instructional practice, as well as technology, data and informational resources for instructional and administrative purposes. The Coordinator will also ensure that educators and learners have the opportunity to utilize existing and evolving technologies in the classroom and at the school site. The Coordinator will support the efforts of district staff to continue to use digital tools in instructional settings focusing on the planning, implementation and follow up training using the latest digital tools (hardware and software) to maximize student learning. Manage the collection, development and dissemination of innovative ideas in educational technology and related student and staff data.

REPRESENTATIVE DUTIES:

- Collaborate with Superintendent, Cabinet, Senate, administrators, and teachers to provide the highest level of service and support using digital tools to maximize instructional delivery. *E.*
- Design, plan, implement support and evaluate education technology with teachers, site administration and district administration that will promote and develop adopted models of integration (e.g. SAMR, TIMMS). *E.*
- Ability to develop and lead committees, participate and collaborate in partnerships with key stakeholders in regards to a technology and innovation program. *E.*
- Provide examples of approved innovation from within the district to other district employees and community members. *E.*
- Coordinate annual review and update of the District Technology Plan as it relates to District and site plans for student achievement. Assist in aligning technology and innovation into related programs such as Library Media, Science Technology Engineering Arts and Math (STEAM), Multi-Tiered Systems of Support (MTSS), Special Education. *E.*
- Develop and coordinate district technology resources to be used by school site leaders, teachers and students. These resources may contain hardware, software, courseware, and instructional support materials such as books, periodicals, journals and video. *E.*
- Under the leadership of the Director of Curriculum and Instruction, coordinate technology integration through district support staff (Teacher Librarian, STEAM TSA etc.) *E.*
- Work closely with district and building level Professional Learning Communities (PLC's) to facilitate the development and implementation of effective innovative pedagogical practices. *E.*
- Collaborate with the Director of Curriculum and Staff Development and district Information Technology staff in regards to evaluating innovative pedagogical practices and further implementing successful practices throughout the district during professional development in services regarding educational technology integration and educational data. *E.*
- Assist in the support of systems and projects as directed by Cabinet. *E.*

- Assist and support site principals with the preparation of data reports, data disaggregation, to provide for a high level of efficiency for teachers within their Professional Learning Communities. *E.*
- Provides staff development opportunities for administrators and others in the use and application of student/program data to improve student and program performance. *E.*
- Construct and provide models of analysis for national, state and local student performance measures. *E.*
- Support and train Professional Learning Community (PLC) liaisons and other appropriate staff in analyzing common assessments and other relevant district/student achievement data using appropriate technology tools. *E.*
- Collaborate with PLC liaisons, and site administrators to provide support as needed or requested. *E.*
- Understand the district budget and fiscal system, and work within this system to secure adequate resources for instructional computing. *E.*
- Assist and support site principals to ensure that site budgets and planned expenditures adequately support the districts technology plan. *E.*
- Research, author and oversee grants for implementation of innovation and technology related educational programs. *E.*
- Work collaboratively to develop and maintain the current Acceptable Use Contract. *E.*
- Provide technical support to site users and District system users. *E.*
- Perform related duties as assigned. *E.*
- Maintain punctual and consistent attendance. *E.*

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS and ABILITIES:

Detailed understanding of learning management and student information systems commonly used in K12 public education and current emerging California public education standards;
Working knowledge of student assessment methodology;
Understanding CalPads/CBEDS reporting requirements and reporting protocols;
Proficiency in MS Excel, AERIES;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Maintain records and prepare reports;
Maintain current knowledge of program rules, regulations, requirements and restrictions;
Analyze situations accurately and adopt an effective course of action;
Plan and organize work;

EDUCATION AND EXPERIENCE:

Valid CA teaching and administrative credentials;
Understanding, passion and experience in implementing innovative learning environments,
In-depth knowledge of a variety of technologies with evidence of previous training experience, demonstrated successful technology leadership and training responsibilities;
Demonstrated successful experience of effective practices for teaching and learning;
Demonstrated success working with peers or other adults in leadership or training roles;
Demonstrated organizational and management abilities, working knowledge of a variety of

hardware and software.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to proofread documents and typing assignments; sitting for extended periods of time.

This position complies with the rules and regulations of the American with Disabilities Act (ADA)

Legal Reference: California Education Code Sections 45103, 45109
Policy Adopted: