

ONTARIO-MONTCLAIR SCHOOL DISTRICT
COORDINATOR, INSTRUCTIONAL TECHNOLOGY

GENERAL PURPOSE

Under general direction, of the Learning & Teaching Division, provides leadership and direction in coordinating and supporting the effective use of instructional technology to enhance student learning through sustained coaching relationships with classroom and school personnel, including professional development and assistance in effective lesson design using media/technology; coordinates activities adopted in the District's Technology Master Plan; conducts a wide variety of evaluation and planning analyses and developing multi-year action plans to implement technology initiatives; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed by the Instructional Technology Coordinator. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties. The Instructional Technology Coordinator shall be responsible for provides leadership and direction in coordinating and supporting the effective use of educational/instructional technology to enhance student learning. Specific duties include, but are not limited to:

1. Coordinates activities adopted in the District's Technology Master Plan.
2. Meets, consults and advises administrators on assessing needs for effective use of educational/instructional technology.
3. Ensures all teachers can fully access and effectively utilize the digital resources within adopted curriculum.
4. Synchronizes long and short-term goals for technology-based student outcomes with professional development for staff.
5. Coordinates the facilitation of activities to infuse technologically supported instructional strategies in all curriculum areas and programs.
6. Develops and evaluates specific pilot programs and materials to enhance student achievement through technologically supported instructional strategies.
7. Manage time and schedule flexibility to maximize teacher access and learning.
8. Supervises Training and Technology Center operations.
9. Organizes and delivers District Professional Development in the uses of technology.
10. Work collaboratively and collegially with other instructional and technology support specialists and school administration.
11. Assists sites and departments with research and implementation of new technologies.

12. Annually participates in reviewing and updating District Technology Master Plan.
13. Supervises assigned personnel.
14. Acts as District representative to local, regional and state technology/media support groups.
15. Consults with school and district personnel on technology grant applications.
16. Performs related duties as assigned.

OTHER DUTIES

1. Research, Planning Training and Coaching:

- Plan and deliver research-based professional development activities in the area of educational/instructional technology.
- Research and share online tools, information and lessons for teacher lesson planning.
- Plan and facilitate the implementation of technology resources and professional development trainings.

2. District and Site Educational Technology Infrastructure and Goals:

- Support district-wide media and technology policies and procedures.
- Work collaboratively with site staff, under the leadership of the site principal, to develop site specific goals and action steps.
- Research and recommend media, software and technology resources to support the California Content Standards.
- Become familiar with ed-tech programs currently in use, coordinate the administration of ed-tech programs, support and monitor their implementation, and evaluate their effectiveness as part of an ongoing improvement process.
- Put into practice and demonstrate progress towards immediate and long-range goals consistent with the district's vision, mission, curriculum and objectives.

3. Relationships and Communication:

- Work collaboratively and communicate regularly with the technology department to ensure teachers and students have access to technology and to troubleshoot needs as they arise.
- Communicate effectively with parents, staff, students, and community.
- Foster constructive collegial relations with staff members that contribute to a positive school and district community.

4. Assistance to staff:

- Assist teachers in making instructional decisions based on best practices in technology and the results of assessment data.
- Assist teachers in incorporating technology into specific classroom activities.
- Encourage and support classroom motivation and management strategies through the use of technology.
- Provide assistance in researching instructional and/or curriculum practices and work with staff to implement such practices that facilitate change that has a positive impact on student learning through the use of technology.
- Assist teachers in aligning their teaching with appropriate standards, curriculum and assessments.
- Work collaboratively and collegially with other instructional and technology support specialists and school administration.

5. Resource to staff

- Provide recommendations to teachers on technology-based instructional resources that will effectively and efficiently support learning.
- Provide assistance in researching instructional and/or curriculum practices and work with staff to implement such practices that facilitate change that has a positive impact on student learning through the use of technology.
- Provide organized, individual and/or group learning opportunities for teachers.
- Manage time and schedule flexibility to maximize teacher access and learning.

6. Leadership.

- Become familiar with edtech programs currently in use, coordinate the administration of edtech programs, support and monitor their implementation, and evaluate their effectiveness as part of an ongoing improvement process. (e.g. Accelerated Reader, Illuminate, Google Classroom, etc...)
- Encourage ongoing professional growth for all teachers.
- Communicate with district staff, parents and community members.
- Work positively toward meeting identified school improvement goals.

7. Professional Development

- Facilitate professional collaborative groups among teachers focusing on implementing effective technology integration and instruction.

- Design and deliver in-depth professional development for building staff, which focuses on the integration of technology and curriculum.
- Demonstrate lessons, observe classroom instruction, and coach teachers one-on-one.

QUALIFICATIONS

Knowledge of:

1. Principles, methods and techniques applicable to long-range and strategic technology planning.
2. Common Core State Standards, K-8
3. Adult learning theory
4. Technology integration strategies
5. Current practices of quality educational technology programs.
6. Educational hardware and software (i.e. Smart Notebook Software, Epson Bright Link tools, iPads, Chromebooks, iOS, Windows, Microsoft Office Products, Google apps for education).
7. Cyber ethics, cyber citizenship and cyber-safety
8. Experience teaching and supporting English learners, at risk/struggling learners, gifted learners
9. Extensive background of understanding and applying 21st century learning skills in the classroom
10. Principles and practices of public administration, including budgeting, purchasing and contract administration.
11. District functions and associated information management needs.
12. Principles and practices of sound business communication.

Ability to:

1. Build teamwork and collaboration within the division, departments, and school sites to optimize results.
2. Reach sound decisions in accordance with laws, regulations, rules and District policies
3. Work effectively with children and adults in individual and group situations.
4. Coordinate instructional program development.
5. Write at a professional level, with a focus on accuracy, quality, and clarity required.
6. Conduct in-service and training programs.
7. Prepare and administer budgets.
8. Supervise, train, and evaluate assigned staff.
9. Analyze situations carefully and adopt effective courses of action.
10. Interpret and apply administrative and departmental policies, laws and regulations.
11. Establish and maintain cooperative working relationships with others.
12. Work effectively as a team member.

Education, Training and Experience:

Completion of a bachelor's degree or higher, five years of teaching experience, and a valid California Administrative Credential. Experience in effective use of educational/instructional technology.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the district's vehicle insurance policy.

TERMS OF EMPLOYMENT

Placement on the Management Salary Schedule commensurate with experience and training.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of Board Policy.

BOARD APPROVED: October 6, 2016