

**MANAGEMENT JOB DESCRIPTION**

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**COORDINATOR FOR INSTRUCTIONAL  
TECHNOLOGY**

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**JOB SUMMARY:**

Under the administrative direction of the Assistant Superintendent for Instructional Services and Support and the Executive Director of Technology and Instruction Services and Support, provides leadership for instructional technology, curriculum, and assessment for District and site level staff.

**ESSENTIAL JOB FUNCTIONS:**

- Utilizes knowledge and expertise in current educational software applications to support and enhance student achievement.
  - Coordinates and provides staff development in technology that supports literacy development and communication.
  - Coordinates and provides Online Assessment Reporting System professional development.
  - Supports schools with assessment planning/implementation and data analysis.
  - Organizes and conducts reading/language arts professional development.
  - Plans and coordinates Instructional Technology and Media Services Department (ITMS).
  - Coordinates school library programs and the centralized processes essential to the selection, acquisition, cataloging, preparation, and supply of materials and equipment. Exercises budget controls within the framework of the system.
  - Administers the services of and supervises and evaluates ITMS support staff.
  - Assists in video productions.
  - Coordinates and provides staff development for District staff in the use and production of various types of media.
  - Develops curriculum and staff development materials into digital media formats.
  - Coordinates hardware purchases for school sites and District staff.
- Coordinates and provides eSchoolPLUS professional development.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- California Administrative Services Credential or equivalent preferred; Multiple Subject Teaching Credential or equivalent; BCLAD or CLAD Certification; and Master's Degree in a related field preferred.
- Extensive training and experience in software applications; five years of training as a classroom or support teacher; and experience with classroom software applications.
- Knowledge and experience using electronic library management systems.
- Extensive knowledge and expertise in current educational software.
- Experience in providing staff development training in various settings.

Education: Bachelor's Degree, Master's Degree desirable.

*Management Salary Schedule: Range I*

BOARD APPROVED: 5/16/06

REVISED: 12/6/11