Adams 12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title:	**Instructional Technology Coordinator**	Job Code:	**070627**
Job Family:	**Certified**	FLSA Status:	**Ex - P**
Pay Program:	**Administrative**	Pay Range:	**L12**
Work Year:	**10 months**		

SUMMARY: Provide leadership and guidance in the development, implementation, and coordination of the district's vision for instructional technology. Work collaboratively as a member of Learning Services with key stakeholders assuring the successful integration of educational technology in support of and aligned to content specific standards, Common Core standards, and Adams 12 Five Star Schools curriculum. Ensure measureable improvement in and availability of best practices, research, evaluation, and assessment systems that contribute to schools' instructional achievement. Craft and carry out a long-term strategic plan for educational technology that promotes Board of Education ends and prioritizes funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Work collaboratively with the Curriculum and Instruction department, the Informational Technology (IT) department, and key stakeholders to meet the educational technology requests and needs of classroom teachers and students. This may include partnering with alternative, choice, and neighborhood schools to develop tools and resources for students and teachers that address the ever-changing needs and interests of the community and assuring that students graduate prepared for the next phase of their lives. Act as a liaison between Learning Services and schools promoting and sustaining a collaborative, interdependent, and positive working relationship.	D	25%
2. Research content pedagogy, materials, and trends related to educational technology best practices pre-K-12. Partner with IT in providing leadership in the following areas: web filtering, data security, internet safety, hardware and software acquisition, and infrastructure adjustments and enhancements, including but not limited to Google Suite and Schoology.	D	25%
3. Provide professional development for classroom teachers, administrators, and district leaders on effective implementation of educational technology aligned to content specific standards, Common Core standards, and Adams 12 Five Star Schools curriculum. Provide training, coaching, and actionable feedback to administrators and educators to improve the integration of educational technology and blended/online learning that support content curricula and Adams 12 Units of Study. Model 21st century teaching and learning.	D	20%
4. Research and coordinate the review and selection of educational technology in coordination with key stakeholders. Collaborate with IT to ensure that new platforms, cloud resources, devices, and applications meet the district's compatibility and security requirements. May be responsible for overseeing the process for adopting educational technologies.	D	10%
5. Represent the district on local and national partnerships regarding educational technology and blended/online learning and support district leaders in their ongoing knowledge about educational technology and/or blended/online learning tools and resources.	D	10%
6. Manage grant and district budgets.	M	5%
7. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree required', preferred in Educational/Instructional Technology.
- Minimum of five (5) years successful teaching experience in a preK-12.
- Successful experience implementing various technologies in instructional settings; extensive experience and understanding of the use of Google for Education and Schoology preferred.
- Experience in group facilitation, planning, problem solving, coaching, and other leadership activities.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

- Valid Colorado teacher license required.
- Valid Colorado principal license preferred.
- Valid Colorado driver's license and ability to travel among various locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Possession of clear vision for integration of technology into content standards and district curricula.
- Consistent demonstration of integration of technology into classroom instruction aligned to expected learning outcomes.
- Ability to work effectively in team situations.
- Advanced oral and written communication and interpersonal skills.
- Experience in group facilitation, planning, problem solving, coaching and other leadership activities.
- Ability and willingness to work independently in flexible environments with short timeline requirements.
- High degree of approachability, accessibility, responsibility and follow-through on projects.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computer, wide range of software and peripherals required at hire.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Instructional Technology Director	040511

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This position has no direct reports.		

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time

	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	