

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EDUCATIONAL TECHNOLOGY COORDINATOR

BASIC FUNCTION

Under the direction of the Chief Academic Officer coordinates and supports the implementation, development and use of educational technology programs and data systems to enhance the effectiveness of education programs and services; collaborate with teachers, site leadership and District departments to utilize student data to improve instructional programs, reporting or processes; provide guidance and support to assigned staff and site technology leads.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Provide new and on-going application work and training in support of student learning; provide staff development for sites, departments or individuals as needed on data systems, applications and information systems.

Assist with preparing, compiling and presenting student data including assessments, student information, achievement data, attendance, graduation rates, college and career data, and other data as directed; compile data and create reports from spreadsheets or specific systems reporting pages.

Organize and coordinate the preparation and operating procedures for data to be uploaded to various systems; prepare and develop new data layouts and mapping; upload data to the applicable District's data system; conduct student information uploads to third-party curriculum applications and other systems as directed.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical support in other educational technology and instructional program areas including technical support for state testing; professional development activities; collaborate with others in areas related to needs for training, surveys, evaluation of data, and preparation of reports.

Provide technical expertise, information and assistance regarding assigned functions; assist with implementation of procedures and programs. Develop and maintain documentation for system configurations, data processes, and troubleshooting procedures.

Operate a computer, laptop and assigned software programs; operate various technology devices including tablets, smart phones, projectors and other wireless connectivity devices for presentations; drive a vehicle to conduct work as assigned.

Maintain current knowledge of technological advances in the field; research new applications and make recommendations as appropriate.

Provides coordination for the operations and technical functionality of district-wide instructional technology implementation programs.

Works collaboratively with the Curriculum and Instruction Department staff, site staff and Information Technology Services staff to assist with evaluating and implementing new technology applications which are designed to enhance student learning.

Serves as a resource to district technology leads and site technology Teachers on Special Assignment.

Assist and monitor implementation and adapt to instructional technology implementation. Assist and support the data team with state and federal data reporting (e.g., CALPADS, Office of Civil Rights Report).

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES**KNOWLEDGE OF:**

Leading the data team in the planning, organization and direction of the Educational Technology department.

Current and emerging technology applicable to information services and educational technology. Methods, procedures, materials and techniques used in the installation and maintenance of computers and computer systems.

E-Rate and other State and federal technology requirements.

Policies, regulations and guidelines relating to purchase and use of software and web-based services.

State-of-the-art research regarding technologies and practices that increase student achievement.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Train others in a variety of teaching and learning settings including: one-on-one, small group and large group.

The ability to plan, organize, direct, and coordinate the work of staff; delegate authority and responsibility.

The ability to provide leadership, investigate, design, disseminate and implement new technology applications which are intended to enhance learning and/or increase operational efficiency.

Must be able to communicate on both a formal and informal level with a wide range of contacts including District administrators, county officials and outside organizations.

Can develop clear and precise documentation of technology procedures as they pertain to instructional technology.

Assist in coordinating and supporting the administration of the student information systems and data analysis systems.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and any assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

PHYSICAL ABILITIES:

Requires good arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment.

Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

Work is normally performed in an office setting with minimal exposure to health or safety hazards.

EDUCATION AND EXPERIENCE

Experience in using a wide variety of computer applications including but not limited to: presentation programs, word processing, databases, spreadsheets, experience in using longitudinal data systems such as Illuminate, PowerSchool, and CALPADS.

Also requires specific experience with public speaking and previous computer application teaching. Any combination of experience and training that would likely provide the required knowledge and abilities or equivalent may be accepted.

LICENSES AND OTHER REQUIREMENTS

Valid California Administrative Services Credential, Teaching Credential or other appropriate credential. Valid California Class C driver's license.

WORKING CONDITIONS**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: June 25, 2026