

MT. DIABLO UNIFIED SCHOOL DISTRICT
Educational Technology Coordinator

Summary Definition

Collaboratively develops and leads a comprehensive program to support the instructional use of technology; develops instructional, curricular, and program resources to support student and teacher use of technology; supports schools to effectively integrate educational technologies into modern learning and instruction through the delivery and coordination of professional learning; coordinates the activities and professional learning of educational technology staff in schools; provides leadership to district and site staff in developing and maintaining a vision for student learning as it relates to technology and 21st Century Learning.

Directly Responsible To

Director of Technology and Innovation

Example of Duties (to include but not limited to:)

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Develops and manages programs to utilize educational technologies across the district, and provides support to district staff and site administrators in the implementation of these programs. **E**
2. Assists sites and teachers in integrating technology into various curricular areas through a variety of instructional strategies, including but not limited to individual and small group instruction, cooperative learning and large group presentations. **E**
3. Supports the Technology Integration Leaders (TILS) at each school, including by providing resources and coordinating their activities at sites. **E**
4. Participates in the review and approval of software and online digital tools with consideration for student privacy and security concerns. **E**
5. Communicates with parents/guardians and community groups regarding the use of education technologies in the instructional program. **E**
6. Develops and manages a program for evaluating the effectiveness and continuous improvement of technology initiatives, including the District 1:1 laptop program. **E**
7. Develops and assists schools with the implementation of procedures to support educational technology initiatives, including the District 1:1 laptop program. **E**
8. Assists in the development and implementation of the District Strategic Technology Plan and Site Technology Plans.
9. Assists in determining the software and hardware needs of sites and staff and identifies and recommends software that would meet their needs.
10. Evaluates emerging technologies for potential use in schools and coordinates resources and professional learning for emerging technologies.
11. Establishes and maintains rapport, communications, and cooperative working relationships with district administrators, site administrators, teachers, and support personnel, and other individuals or groups involved with curriculum and instruction.
12. Attends and leads meetings and activities.

13. Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Training and Experience:

- Successful experience as a classroom teacher.
- Experience and knowledge using various forms of technology in instruction.
- Progressive experience in roles of responsibility in providing leadership in a school or district setting.
- Post graduate work in school administration, curriculum and instruction, or a related field.
- Possession of an appropriate school administrative credential.
- Experience as a technology leader at the site or district level.
- Experience in directing/supervising the work of others.
- Experience in staff training and professional learning.

Knowledge of:

- Principles of adult learning and staff development.
- Computers, computer hardware and software.
- Basic elements of instruction and innovative learning strategies.
- District and school operations and procedures.
- Program management and evaluation.
- Budget development, maintenance, and evaluation.

Ability to:

- Work effectively with all segments of the educational community and general public.
- Initiate and coordinate large, dispersed programs and projects.
- Facilitate groups using collaborative processes.
- Exercise good judgment and tact.
- Speak, write and communicate effectively with all stakeholders in the community.
- Assemble, analyze, and present data, and make appropriate recommendations for action.
- Think logically and explain difficult materials in a clear manner.
- Design and implement complex procedures.

Licenses and Other Requirements:

A valid California Driver's License

Working Environment:

Office environment, driving a vehicle to conduct work. Ability to see and hear to conduct work and speak to exchange information. The ability to stand and sit for extended periods of time, reach overhead, above the shoulders, and horizontally, or bend at waist to retrieve and store files. Reading, writing, operating computer keyboard.

Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds, work variable hours, attend meetings and activities that require long periods of sitting or movement, use a computer for extended periods of time, work with a diversity of individuals and/or groups and utilize a variety of types of job-related equipment, work independently and collaboratively.

DMA, Salary Range 19-210 Days

Approved by Board of Education: TBD

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