

|                                 |  |                         |                   |
|---------------------------------|--|-------------------------|-------------------|
| <b>Position:</b>                | Coordinator, Educational Technology & Professional Development | <b>FLSA:</b>            | Exempt            |
| <b>Department/Site:</b>         | Information Technology Services                                | <b>Salary Grade:</b>    | Appropriate Step  |
| <b>Reports to/Evaluated by:</b> | Director, Educational Technology                               | <b>Salary Schedule:</b> | Admin. Management |

**SUMMARY**

To support the promotion and coordination of technology into the educational process and curriculum, directly benefiting students and educational staff in the educational program. Responsible for the coordination of technological professional development training of Classified and Certificated staff within the Clovis Unified School District.

**DISTINGUISHING CAREER FEATURES**

The Coordinator, Educational Technology is a high level position that requires interaction and articulation with all employee groups in the District as well as a thorough understanding of all of the typical computer programs used by District staff. At this level, the position has knowledge of a varied set of currently used computer applications as well as being capable of learning new computer applications as they are introduced. The position also has a background of creating training materials to be used in face-to-face settings for small and large group instruction as well as creating training materials to be used by staff via the Internet. The position requires a detail oriented person who can work independently and with groups.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as a resource to the administrative team in formulating and planning educational technology needs.
- Studies, accumulates and disseminates information on new developments in educational technology, including computing hardware and software, keeping informed on the latest research trends and developments.
- Attends meetings and serves on committees as appropriate to educational technology.
- Articulates with the District Technology Department concerning all activities regarding educational technology.
- Coordinates, supervises and administers the evaluation, acquisition, purchasing, and processing of District educational technology components.
- Assists schools in the development, implementation, and continuous monitoring of their "Technology Use Plan."
- Coordinates with the Director of Educational Technology and/or Assistant Superintendent of Curriculum & Instruction all staff training in the area of integration of technology.

- Provides technology related professional development training for both certificated and classified staff. Trainings to include, but not limited to the following applications: Google Apps for Education, MS Office (Word, Excel, PowerPoint, Access, and Outlook), MS Office 365, web site/page Development, Zangle/Q, MUNIS, Windows OS and associated utility applications, transferring of files and settings due to the “Computer Refresh Program,” and other new applications that are used district-wide.
- Develops curriculum and associated lesson plans for training both certificated and classified staff on the use of current technology applications.
- Provides coordination for the operations and technical functionality of district-wide instructional technology implementation programs. These programs include: Anytime, Anywhere, Anyone Learning Program, Read 180, Illuminate, Accelerated Reader and Accelerated Math, Library and Textbook Automation program, other learning systems as they are developed on-line.
- Works collaboratively with the Curriculum Instruction Department staff, site staff and Information Technology Services staff to investigate, design, disseminate and implement new technology applications which are designed to enhance student learning.
- Evaluates, motivates, and supervises a team of technology staff members as assigned.
- Coordinates the implementation of the “Anytime, Anywhere, Anyone Learning” laptop program.
- Participates as a member of the District’s Technology Committee.
- Serves as a chairperson of the District Technology Plan Development Executive Team.
- Develops the technology training component for a “new employee” orientation plan.
- Oversees the use of the Computer Training facility.
- Supports the district’s parent online forms initiative.
- Serves as a resource to district technology leads and technology Teachers on Special Assignment.
- Performs other duties as assigned that support the overall objective of the district.

## **QUALIFICATIONS**

**Knowledge and Skills:** A qualified candidate should be proficient to advanced in the use of current productivity applications used in education and district business. Examples include: Google Apps for Education, the Microsoft Office Suite, Office 365, web development tools, Zangle/Q, and MUNIS. The candidate should also be familiar with the technical operational functionality for the following network-based educational tools: Read 180, Illuminate, Accelerated Reader, and Accelerated Math. The candidate should be current in trends in professional development training options, including how to create and post web-based training activities.

**Abilities:** Requires the 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. Ability to train others to use network-based solutions for transferring of document files and settings

from one computer to another. 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.

**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, data base, spread sheets, Illuminate, Read 180, Zangle, and MUNIS. 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 Certificates:** Requires a valid driver's license. Requires Administrative Services Credential.

**Working Conditions:** Work is typically performed indoors where minimal safety considerations exist. Travel to and from school sites is required. Candidates must have their own transportation.