

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, Instructional Technology	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Coordinator III	FLSA:	Exempt
JOB CLASS CODE:	9849	WORK YEAR:	12 Months
DEPARTMENT:	Curriculum and Instruction	SALARY:	Range 47 Salary Schedule B
REPORTS TO:	Assistant Superintendent, Curriculum and Instruction	HR APPROVAL:	8-15-22, 9-10-10
		HR REVISION:	10-21-14, 1-12-16
		CABINET APPROVAL:	8-5-22
		BOARD APPROVAL:	4-15-02
		BOARD REVISION:	6-24-02, 11-3-05

BASIC FUNCTION:

Manage the continuous improvement of established courses/programs, as well as the implementation of new and emerging technologies in teaching and learning. Manage the Learning Management System and other technology infrastructures. Plan, organize, implement, and coordinate the overall structure of the education technology infrastructure to ensure all staff and students have uninterrupted and appropriate access to instructional programming in compliance with state regulations/policies.

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

Develop and implement district-wide and school-level programs that enable teachers and students to use technology as teaching and learning tools. Support content coordinators in exploring and utilizing technology as a critical means for delivering, assessing, and transforming teaching with a Universal Design for Learning lens. **E**

Serve as technical lead to analyze, design and implement district-level projects that may involve multiple systems and affect multiple departments; coordinate with other departments and end-users on project teams. **E**

Create and implement policies and processes to guide and evaluate district-wide education technology infrastructures and resources, ensuring compliance with state and federal district policies. **E**

Ensure the secure keeping of student data in compliance with state and federal policies. **E**

Evaluate instructional technologies to determine if applicable for use in the district environment; test new hardware, software, configurations, and processes to ensure minimal impact to the quality and integrity of overall district systems. **E**

Work with vendors in order to ensure continuity of access to instructional programming for all students and staff. **E**

Lead, oversee, and participate in the implementation, installation, upgrading, monitoring and troubleshooting of the District's adopted education technologies. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic,

and economic groups by working with all of the diverse communities. **E**

Research and develop web-based learning and a database of technology courseware that correlates to district standards. **E**

Remain current concerning trends in technology by reading journals/papers, taking courses, and attending workshops. **E**

Provide technical support to schools regarding the purchase of technology media and equipment used to enhance student learning. **E**

Serve as a liaison between the district and county, state, and federal agencies. **E**

Develop and coordinate grant-writing proposals. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Assist with the preparation of the annual departmental budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, agencies, and vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, advanced educator certifications, and/or degrees preferred in the field of Educational Technology (e.g. Google Certified Educator). Five years of successful teaching and related experiences with communities that represent SCUSD's diverse student body, including evidence of data-based school improvement outcomes. Strong record of achieving academic excellence.

LICENSES AND OTHER REQUIREMENTS:

Valid California's Driver's License; provide personal automobile and proof of insurance. Hold a current Administrative Services Credential; and a Pupil Personnel Services or valid Teaching Credential issued by the California Commission on Teacher Credentialing.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methodologies for integrating technology into the curriculum and managing technical change on a proactive basis.
- Effective practices in educational technology and staff development.
- Curriculum adoption process and the use of technology as an instructional tool.
- Effective practices in educational technology and staff development.

- Emerging trends as they apply to educational technology
- Terminology used in technology.
- Adult learning theory.
- Current trends in technology.
- Budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures.
- District organization, operations, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

ABILITY TO:

- Integrate technology in the instructional program.
- Revise and edit technology courses of study as a result of committee input.
- Provide instructional support in curriculum and staff development.
- Implement the Strategic Plan for Educational Technology, technology grants, and educational technology in the curriculum.
- Maintain current knowledge of technological advances in the educational field.
- Develop and conduct staff development training programs.
- Establish and maintain effective working relationships with others.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan, organize, and implement projects and grants; meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer, related software, and peripherals for productivity, including the Internet, database, spreadsheets, multi-media presentations, and interactive and graphics software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office and school site environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

HEALTH BENEFITS: District pays a portion of the employee's health benefits with District-offered plans.