

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Instructional Technology	REPORTS TO:	Assigned Administrator
DEPARTMENT:	Educational Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	March 30, 2021	SALARY:	Range E1/Tier IV Management Salary Schedule

SUMMARY DEFINITION:

Under general supervision, provide leadership to facilitate and maximize the integration of available digital tools with best instructional practices. Engage with administrators, teachers and support staff, students, and parents/guardians to create and strengthen conditions and build momentum to utilize and augment the use of technology as a tool to enhance teaching and learning. Coordinate and lead professional learning opportunities to meet the diverse learning needs of staff as it relates to integrating technology into the District's academic program.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)

E = Essential Functions

Professional Development

Coordinate the development and implementation of a comprehensive professional development plan for the use and expansion of instructional technology in the District's academic program. **E**

Identify and assess the training needs of the District's certificated and classified personnel to utilize and expand the instructional and information management technology available to enhance the teaching and learning process. **E**

Develop, organize and provide professional development activities for classroom teachers, support staff, administrators, and District leaders to effectively utilize educational technology aligned to content-specific standards and instructional practices. **E**

Provide support and professional development to teachers of hybrid and/or online learning courses and support and improve the development of future hybrid/online course offerings to address the needs of all students. **E**

Create, lead and support a districtwide professional learning community/network for integrating digital tools into the instructional process. **E**

Curriculum

Coordinate the writing and development of curriculum for technology programs and monitor the instructional process of using technology for the purpose of improving student learning in all content areas. **E**

Advocate and promote the introduction of change and innovation in curriculum design and delivery in conjunction with administrators, district instructional coaches and school-based leadership teams. **E**

Innovation

Research and identify content-based pedagogy, materials, and trends related to new and emerging practices for instructional technology; disseminate and promote this information and the use of new technologies to District and site leaders and practitioners to improve teaching and learning. **E**

Facilitate staff participation in the evaluation and selection of new software and materials to support instructional objectives in conjunction with the technology and educational services departments. **E**

Collaborate with information technology staff to provide leadership in the areas of Internet safety, hardware and software acquisition, and infrastructural adjustments and enhancements, including Google Suite and the District-adopted Learning Management System. **E**

Maintain communication with parents, families and the broader learning community about the integration of technology in the District's instructional program. **E**

School Site Coordination

Consult with site principals, classroom teachers, and curriculum and instructional services staff regarding curriculum implementation and strategies for using instructional technology for continuous instructional improvement. **E**

Recommend policies, procedures, and/or actions for expanding the use of instructional technology to support school site goals and needs and the District's Strategic Plan and initiatives. **E**

Establish and maintain effective working relationships with a variety of individuals, including administrators, teachers, classified staff, students, parents/community members, vendors, consultants and others. **E**

Classroom Support

Communicate and collaborate with school site technology liaisons to ensure effective implementation of District technology goals. **E**

Provide and deliver model lessons which facilitate best practices for integrating technology into the instructional program. **E**

Support student engagement, achievement and development of digital literacy skills through instructional coaching, co-teaching, collaborating, and consulting with teachers, support personnel, school administrators and other District personnel. **E**

Provide training, coaching, and feedback to administrators and teachers to improve the integration of instructional technology and development of blended/online learning to support 21st century models of teaching and learning. **E**

Planning

Ensure that the District's evolving goals and plans for instructional technology are fully aligned with and incorporated into the ongoing development, implementation and evaluation of the District's comprehensive Technology Plan. **E**

Provide leadership and technical expertise to site principals and other district personnel for the planning and implementation of instructional technology throughout the District; develop and implement a means for the continual evaluation of instructional technology and plan and institute changes based upon the results. **E**

Remain current and informed about trends in instructional technology by attending conferences and workshops, reading professional literature, joining professional associations, taking courses, and establishing professional networks in the field; disseminate information to administrators and teaching and classified staff pertaining to the latest research and trends at the local, state and national levels. **E**

Represent the District in local and national partnerships regarding educational, instructional, and blended/online learning and support District leaders in their ongoing knowledge about these areas and available resources. **E**

Establish and maintain a positive climate of interaction, communication, and collaboration among superiors and colleagues, with District and site staff and team members, and other stakeholders in leading and supporting research, evaluation and student support initiatives. E

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree, possession of California teaching/service credential with related experience and administrative credential, and successful experience integrating instructional technology into classroom instruction or leading such integration in a TK-12 educational setting at a school site and/or organizational level is required. Specific training, coursework, or certification in educational or instructional technology, curriculum and instruction, or related field and site or District leadership experience and completion of Master's degree is preferred.

LICENSES AND OTHER REQUIREMENTS: Valid California Driver's License.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS:

Proficient ability in using a personal computer, the Internet, Macintosh OS, Windows OS, Chrome, modern office equipment, and District data and software systems for data storage and retrieval, word processing, spreadsheets, scheduling, communication, and other work activities is required.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential duties of the position.

Knowledge of:

Principles and practices of utilizing technology as a tool to enhance teaching and learning.
Current tools and emerging trends in instructional technology.
Best contemporary instructional strategies and practices.
Standards-based instruction.
Principles and practices of coaching, mentoring, and adult learning.
Contemporary practices for effective professional development and training.
ISTE Technology standards at the trainer-of-trainer level.
Macintosh OS, Windows OS, Chrome, and productivity software applications.
Group leadership and group facilitation practices.
State and federal laws, regulations, and codes pertaining to technology and educational programs.
School district organization, operations, policies, and objectives.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Design and model the effective integration of instructional technology into classroom practice.
Plan, design, organize and deliver professional development activities.
Provide differentiated professional development offerings to individuals of varied skill levels.
Effectively coach, mentor, and collaborate with others.
Communicate effectively with individuals, and in small and large groups.
Analyze situations and make sound decisions.
Manage and complete assignments successfully with minimum direction and supervision.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Follow oral and written instructions.
Maintain harmonious relationships with coworkers and others contacted in the course and scope of work.

Communicate orally and in writing effectively to various audiences.
Operate a computer and related software.
Meet District standards of professional conduct.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment; drive a vehicle to conduct work.

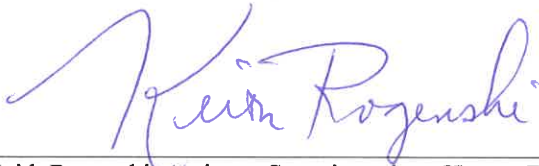
Physical Abilities:

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

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment background and tuberculosis clearances and District mandated trainings.

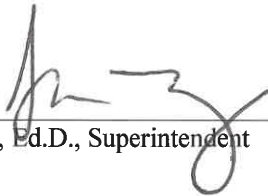
APPROVALS:



Keith Rogenski, Assistant Superintendent, Human Resources



Date



John Malloy, Ed.D., Superintendent



Date