

CENTRAL SCHOOL DISTRICT

Job Title: Technology Coordinator

Occupational Group: Management
& Confidential

Reports to: Assistant Superintendent of Student
Achievement and Educational Services

Work Year: 211 days

Board Approval: 8/20/1993

Revision: 9/20/2012

DEFINITION

Under general direction of the Assistant Superintendent, Student Achievement and Educational Services, to assist in the planning, development and implementation of policies, regulations, guidelines, and procedures pertaining to technology as a vehicle to deliver and enhance the District curriculum and instructional programs; to serve as a District resource person and review, monitor and coordinate the staff development functions and activities pertaining to technology in all subject areas; and any other related functions as directed.

QUALIFICATIONS

Education/Certification:

- Possession of a degree from an accredited college or university.
- Possession of a valid California teaching credential.

Desired Qualifications:

- Experience in training use of applications for Macintosh and DOS/Windows operating environments.
- Experience in the utilization of a variety of multimedia technologies for classroom and professional development activities.
- Successful grant writing experience.

Experience:

- Four years of successful teaching and/or administrative experience at the K-8 level.

Knowledge and Abilities:

Knowledge of:

Principles, techniques, strategies, goals and objectives of public education; methods, techniques, procedures, and strategies concerning the assessment and of the District curriculum and instruction processes; current and emerging technologies that will promote excellence in academic achievement; legal mandates, policies, regulations, and operational procedures pertaining to curriculum development; State, Federal, and local community groups and agencies that provide assistance to instructional support and activities; modern innovative and creative curriculum and instructional trends for the elementary and middle school age child; human relations strategies, conflict resolution strategies and team building principles and techniques.

Ability to:

Provide specialized resource support and coordination of creative and innovative projects in the curriculum and instruction delivery systems; analyze and assess program needs, and provide

Technology Coordinator

Page 2

Ability to (continued):

recommendations pertaining to program activity revisions, additions, or deletions; coordinate and participate in the evaluation of the District curriculum and instructional support; serve as a resource to instructional and management personnel; establish and maintain effective organizational, community, and public relationships; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal accountability controls; develop and maintain District level program budgets and fiscal records; develop and write program grants for Board approval; plan technological environments, install technological equipment and software, and troubleshoot user and equipment problems.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Plans, organizes, coordinates, and participates in the District curriculum development and relevant technology resources for all instructional subject areas. **E**
2. Maintains and annually updates the District Technology Plan. **E**
3. Plans, organizes, and coordinates workshops, clinics, special District events, and other staff development activities. **E**
4. Confers with, counsels, and advises management and other instructional personnel concerning instructional strategies, technology programs, hardware and software problems, and other related activities. **E**
5. Conducts staff development and inservice training programs. **E**
6. Reviews, researches, and pilots new programs, materials, and equipment. **E**
7. Conducts ongoing assessment of teacher and staff needs.
8. Provides individual instruction and assistance to teachers and staff.
9. Trouble-shoots problems requiring repair and/or adjustment.
10. Surveys current hardware and software available.
11. Updates staff on new software.
12. Participates in appropriate professional growth activities and communicates relevant information from these to staff.
13. Coordinates after-school inservices.
14. Reviews and updates inventory of equipment and software.
15. Investigates and pursues opportunities for school-business partnerships and government and private industry grant funding.

WORKING CONDITIONS:

Office environment, subject to interruptions; subject to driving from site to site; ability to see, hear, and speak; ability to sit or stand for extended periods of time; ability to work at a computer terminal for extended periods of time.

OTHER REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's License and insurability by the District's liability insurance carrier. Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.

Central School District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related) age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.