



Coordinator of District Educational Technology

Purpose Statement

The job of Coordinator of District Educational Technology is done for the purpose/s of providing consistent support and integration of district-wide educational software; administer the district learning management system; coordinating support for staff to effectively use district approved learning management systems and other educational software; assigning help desk tickets related to learning software; designing and coordinating software training; and advising on educational hardware and software and innovative learning spaces.

This job reports to Director of Innovative Learning Initiative

Essential Functions

Administer, maintain, and improve all approved educational software for the purpose of maintaining effective and efficient integrations with the district approved learning management system.

Administer, maintain, and improve district approved learning management system for the purpose of ensuring efficient functionality.

Advise the curriculum selection committees on the educational technology integration options available from curriculum vendors for the purpose of helping curriculum selection committees make informed decisions on curriculum adoption with regards to technology integrations and network compatibility.

Advise on the selection of educational hardware for the purpose of maintaining compatibility and integration.

Analyze applications, systems, and user requirements for the purpose of creating and enhancing user-requested specialized programs and systems.

Attend work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Collaborate with a variety of internal and external parties (e.g. district personnel, software programmers, analysts, database administrators, users, etc.) for the purpose of facilitate project success.

Coordinate district-wide training for the purpose of building capacity of all district and school level staff in the effective use and integration of the district approved learning management system.

Implement new software and system applications for the purpose of addressing educational and organizational needs and providing operational compatibilities to users.

Manage district-wide educational software purchases and evaluations of current and potential software for the purpose of obtaining software that best meets the needs of the district and for securing best pricing.

Participate in meetings, conferences, workshops, and trainings for the purpose of refining skill and remaining current on developments in the field and best practices in order to best perform job duties.

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

provide training as needed to staff (e.g. central office staff, school administrators, teachers, etc.) for the purpose of enhancing user knowledge of technology resources and systems.

Research computer hardware and software applications and evolving technologies for the purpose of acquiring knowledge regarding trends in the industry to ensure compatibility with existing district technologies.

Responds quickly to reports of relevant hardware and software problems for the purpose of providing technical assistance, advice, and support by implementing fixes as appropriate.

Serves as a member of the technology Steering Committee and functions as a liaison between the Teaching and Learning and the Technology Departments for the purpose of advising on educational technology and supporting effective technology integration throughout the school district.

Supports the development of makerspaces and other innovative learning spaces across the district for the purpose of enhancing learning opportunities for students as related to technology and STEM.

Troubleshoot hardware and software problems for the purpose of isolating bugs, implementing fixes, and resolving issues or making referrals to appropriate technology support personnel.

Other Functions

Supports the implementation of the district's Computer Science Initiative for the purpose of increasing capacity of staff in supporting students learning.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Knowledge is required to read technical information, compose a variety of documents, and facilitate group discussions.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Continuing Educ. / Training:

Continuing Education Requirements
Maintains Certificates and/or Licenses

Certificates and Licenses

Teaching Credential

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Lane 5 Master's
Degree