

**TITLE:     COORDINATOR   (Information and Instructional Technology)   FLSA: Exempt**

- QUALIFICATIONS:**
1. Master's degree or higher, from an accredited university or college, in a technology related field. Educational Leadership or Administration/Supervision preferred.
  2. Five years or more network technology support experience, with a preference for such experience within educational environments.
  3. Two years of successful technology management experience.
  4. Such additional or alternative qualifications as the Board may find appropriate and acceptable.

**REPORT TO:**             Senior Director of Business Services

**JOB GOAL:**     Contribute to the infusion of the educational technology into classroom and district wide technology by providing highly motivating, professional leadership in all area of technology planning and technology resource management

**PERFORMANCE RESPONSIBILITIES:**                             \*Essential Performance Responsibilities

- \* 1. Promotes and facilitates innovative ideas as they relate to technology and software.
- \* 2. Promotes the innovative, creative and effective transformation of classroom use of technology as a tool to enhance and support curricular direction.
- \* 3. Coordinate instructional technology programming, including but not limited to instructional software and hardware, course specific software, grade book, quarterly and interim reporting of academic progress and learning goals.
- \* 4. Provide technical assistance to facilitate the implementation and use of existing and future technologies in the schools and district.
- \* 5. Assist educators in planning, use and integration of appropriate technologies in the programs of the district, including instructional delivery system operations and record management (gradebook?)
- \* 6. Coordinate with curriculum and school leadership for the instructional technology implementations, enhancements and maintenance.
- \* 7. Plan and coordinate the district's digital forms management.
- \* 8. Participate in the development and implementation of the district strategic plan.
- \* 9. Assist in the development of project/grant proposals, as related to technological aspects of such proposals.
- \* 10. Perform such other duties as may be assigned by the Superintendent or supervisor.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:**     Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**     Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.