CERTIFICATED

COORDINATOR OF INSTRUCTIONAL TECHNOLOGY AND ONLINE PROGRAMS

Under the direction of the Executive Director of Curriculum & Instruction, the Coordinator of Instructional Technology and Online Programs will collaborate with department leaders to implement strategic initiatives, and provide professional development and support to enable the adoption of technology tools and systems.

ESSENTIAL FUNCTIONS:

1. Offers guidance and direction to identify potential opportunities where technology can aid in delivering services and programs, and expedite student learning and emotional development
2. Plans, develops, and implements professional development opportunities for staff centered on maximizing district-provided devices and utilizing new and existing technology to improve teaching and learning
3. Supports district initiatives by participating in district-level committees and content area program implementation and improvement
4. Provides guidance to staff on using and integrating technology in classrooms for instructional effectiveness and personalized instruction
5. Cultivates strategic partnerships across divisions and departments to ensure alignment of technology with other district efforts such as curriculum, assessment, student support services, and technology operations
6. Plans, executes, monitors, and completes projects in alignment with established district technology initiatives
7. Manages relationships with vendors who provide digital tools or services
8. Serves as the leader in digital learning best practices
9. Collaborates with the Director of Information Technology to develop and implement a procedure for annually evaluating software, hardware, and digital courseware, and for the sharing of results of such evaluations
10. Collaborates with the Director of Information Technology and leads the software approval process for supplemental and curricular applications to ensure that approved items are compliant with student privacy, internet safety, and data privacy laws
11. Identifies, evaluates, recommends, and implements online and digital resources to enhance and augment the printed library materials supporting the curricula
12. Develops online learning program goals and initiatives, including course offering plans, and develops educational goals, standards, policies, or procedures involved in an online learning environment
13. Designs and develops new systems to support the expansion of and access to online learning for all students

14. Leads the design and development of SDUHSD's online courses in partnership with content-area experts and instructional specialists
15. Performs other duties as assigned

QUALIFICATIONS:

Knowledge of:

1. Research and data about best practices to guide program review, implementation, and improvement efforts of educational technology and online learning
2. District policies and procedures, State and Federal Frameworks in all subjects taught, and District curriculum standards as appropriate

Ability to:

1. Communicate the availability of, or changes to, online learning courses or materials, programs, or services to staff, students, or other users
2. Regularly assess technological or educational needs and goals for online learning
3. Regularly provide support to site and district leadership in implementing online learning goals and objectives
4. Establish partnerships with district and site personnel to implement best practices and address technology needs within schools across SDUHSD

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands:
Some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, 10% standing, and travel to various school sites.

EDUCATION:

Master's degree in educational leadership or related to the job field

EXPERIENCE:

1. A minimum of five years of successful teaching or supervisory experience in a setting requiring a valid California Teaching Credential, and an Administrative Services Credential
2. A minimum of three years of successful experience as a principal or district-level administrator, preferably in a middle school or a high school setting

CERTIFICATION REQUIREMENT:

1. Valid California Teaching Credential
2. Valid California Administrative Services Credential