ORANGE UNIFIED SCHOOL DISTRICT

COORDINATOR, EDUCATIONAL TECHNOLOGY

DEFINITION

Under direction of the Administrative Director, Technology Services, provides leadership and guidance in the implementation of district-wide educational technology; plans, develops, and coordinates programs relating to K-12 instructional technology.

ESSENTIAL DUTIES

- Assist in the planning, development, and coordination of the District's educational technology program.
- Act as a K-12 resource person advising schools on educational software purchases and make recommendations.
- Assist in evaluating, updating and maintaining the district Technology Plan and Site Plans.
- Provide leadership to the District Educational Technology Committee, and assist administration in the implementation, design and uses of site based technology plans, retrofitting activities and modernization applications.
- Evaluate the work and performance of assigned staff; including Instructional Specialists in Educational Technology.
- Prepare and recommend district-wide instructional goals using appropriate educational technology solutions.
- Analyze trends in data to identify educational program needs.
- Meet with and advise the elementary and secondary leadership on instructional technology matters.
- Serve on the District Curriculum Council and make recommendations based on instructional resources.
- Perform specialized analysis of district streaming videos and instructional media and make recommendations concerning appropriate applications to use/purchase.
- Coordinate and present staff development in educational technology to administrators, teachers and staff.
- Conduct and/or coordinate District-wide training for secondary and elementary staff on the use and integration of LMS and various educational software.
- Coordinate, plan and provide direction for principal's on the District's 1:1 program.
- Coordinate the set-up, tracking and distribution of district mobile devices (iPads, Chromebooks, HP Stream, teacher laptops, etc.)
- Prepare and monitor the budget for Educational Technology.
- Develop curriculum and training for use of instructional classroom hardware such as iPads, Chromebooks, tablets, Smartboards, etc.
- Oversee Internet Safety program.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Effective uses of instructional technology, management skills, current trends and innovative practice with instructional technology, software and courseware; organizational operations and procedures; principles, practices and techniques of organization, management, supervision, employee motivation and training; how to use instructional, and multi-media software; interpret and analyze data; effectively use instructional technology resources that have been proven to improve student achievement; budget development and oversight; and grant development and evaluation.

Ability to:

Plan, organize and coordinate all aspects of the educational technology program; communicate effectively both orally and in writing; make sound judgments related to computer usage and applications; prepare and present clear and complete reports and make effective presentations in small and large group settings; work independently; establish and maintain effective working relationships and positive interpersonal skills.

PHYSICAL DEMANDS

The physical requirements indicate below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 20 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work will involve sitting, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of responsible educational technology management experience, including one year in an educational organization management or supervisory capacity.

Education:

Master's or higher degree from an accredited college or university with emphasis in educational administration, computer science, library/information technology, business management, or a closely related field.

OTHER REQUIREMENTS

Certification Requirement: Possession of a valid California credential authorizing service as an

Administrator in education.

License: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier.