

**DISTRICT COORDINATOR**  
**INSTRUCTIONAL DESIGN AND TECHNOLOGY/ASSESSMENT**

**DEFINITION:**

Under direction of the Assistant Superintendent, Educational Services, to plan, develop, and coordinate all programs relating to K-12 technology.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in the planning, development, and coordination of the District's educational technology program.
- Serve as leader of the integration of technology into the instructional program.
- Assist the Assistant Superintendent, Educational Services in implementing District-wide instructional goals by recommending appropriate technology solutions.
- Act as a K-12 resource person advising schools on software and hardware purchases and make recommendations. In conjunction with the Assistant Superintendent, Educational Services, evaluate hardware and software.
- Meet with and advise the elementary and secondary leadership organizations on all technology matters.
- Provide leadership in the design and implementation of site-based technology plans and retrofitting activities, ensuring alignment with the District Technology Plan.
- Provide leadership District-wide for the identification, implementation, support and access of software and hardware.
- Analyze trends in data to identify educational program needs.
- Deliver technology presentations to groups. Conduct and/or coordinate District-wide training for all staff on the use of technology, including instructional and management systems.
- Prepare and monitor the budget for technology staff development and educational technology grants.
- Attend County Coordinator meetings and serve as liaison for the District.
- Evaluate the work and performance of assigned staff.
- Assist in all District initiatives relative to technology.
- Create an environment to support the positive application of technology.
- Perform other related duties as assigned.
- Coordinate CAASPP scheduling, training, and testing

**QUALIFICATIONS:****Knowledge of:**

Effective uses of instructional technology, management skills, current trends and promising practice with instructional technology, software and courseware; organizational operations and procedures; how to use instructional, productivity 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; prioritize time to effectively administer District goals.

**Experience:**

Three years teaching experience; four years experience with technology, four years curriculum and/or staff development; administrative experience highly desirable.

**Education:**

A Bachelor's degree required; Master's degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential and possession of a valid California driver's license. Valid California administrative credential required.

Board Approved: June 25, 1996

Revised: October 8, 2002

Revised: December 15, 2004

Revised: December 13, 2006

Revised/Board Approved: May 8, 2012

Revised/Board Approved: June 15, 2023