

**9.6.05**

**COORDINATOR OF INSTRUCTIONAL  
TECHNOLOGY**

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**Reports To:** Business Manager

**Dept/Campus:** Technology Center

**Wage/Hour Status:** Exempt

**Length of Contract:** 240 days

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**PRIMARY PURPOSE:**

Plan, coordinate, and implement a district instructional technology training center. Assist teachers in the integration of learning technologies into the curriculum and provide support to their schools and staff.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor's degree; Master's degree preferred

**Special Knowledge/Skills:**

Ability to effectively communicate (written and verbal) with employees, colleagues, service providers, and community members

Knowledge and skills in using technology as an instructional tool

**Experience:**

Minimum of five (5) years as an educator using a variety of educational technologies

The Board may find appropriate and acceptable alternatives to the above qualifications.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.

## **JOB DESCRIPTION**

### **Coordinator of Instructional Technology**

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5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Develop and coordinate implementation of an instructional technology training center.
7. Conduct ongoing assistance in planning for the use and integration of curriculum-based technology in the instructional program.
8. Coordinate workshops and training of teachers and other opportunities to implement specific programs.
9. Assist and monitor the coordination and articulation of Total Instructional Alignment (TIA).
10. Maintain academic accountability reporting system through electronic grade book.
11. Collaborate with Educational Cooperative staff to develop distance learning opportunities.
12. Share information and conduct trainings with related personnel to interpret and implement specifications for programs.
13. Manage and maintain the technology training center.
14. Maintain an up-to-date collection of technology materials to meet identified needs in the district. Coordinate dissemination of technology materials to teachers.
15. Assist in the coordination of district-wide projects and events that support the integration of technology into the curriculum.
16. Serve as a contact for vendors of technology-related products and services.
17. Work with each administrator to develop a technology plan for the department and/or campus.
18. Keep administration informed as to the status of educational technologies and recommend changes and improvements.
19. Maintain a program of regular visitation to all campuses to monitor the use of instructional technology.
20. Assist with budgets and new programs as it relates to instructional technology.
21. Other duties as assigned.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

Frequent district-wide and occasional state-wide travel; occasional prolonged and irregular hours

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Date Adopted: June 17, 2008  
Last Revised:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

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Date

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Supervisor

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Date