

9.20.03

**MAGNET INSTRUCTIONAL TECHNOLOGY
COORDINATOR**

Reports To: Principal

Dept/Campus: Assigned Campus

Wage/Hour Status: Exempt

Length of Contract: 220 days

PRIMARY PURPOSE:

Plan, coordinate, and support implementation of instructional technology outlined in the magnet LEAD project.

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

Magnet Instructional Technology Coordinator

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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. Conduct ongoing assistance in planning for the use and integration of curriculum-based technology in the instructional program.
7. Coordinate workshops and training of teachers and other opportunities to implement the magnet project.
8. Share information and conduct trainings with related personnel to interpret and implement specifications for programs.
9. Assist in the coordination of district-wide projects and events that support the integration of technology into the curriculum.
10. Serve as a contact for vendors of technology-related products and services specified in the magnet project.
11. Work with each administrator to develop a technology plan for the department and/or campus.
12. Keep administration informed as to the status of educational technologies and recommend changes and improvements.
13. Maintain a program of regular visitation to all campuses to monitor the use of instructional technology.
14. Facilitate the design of technology-integrated instruction.
15. Coach teachers to effectively match technology tools with instructional outcomes.
16. Model effective use of technological tools for teachers and students.
17. 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

Date Adopted: May 20, 2014
Last Revised by Administration: February 5, 2018

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.

Employee

Date

Supervisor

Date