

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

06/18	<b>TECHNOLOGY DEVELOPMENT COORDINATOR</b>	
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by providing coordination of the purchase, implementation, training and support of educational software in support of instruction. Researches opportunities and secures funding to obtain technical educational services through grants, title funding and other sources.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives high-level statements of assignment related to District and users' strategic goals and priorities and from these formulates specific assignment tasks, plans, schedules, interactions and interdependencies. Methods of performing tasks are largely within the discretion of the incumbent.

Requires minimal task-level supervision and successfully handles multiple concurrent responsibilities involving all aspects of educational technology-related activities.

Works within accepted standards and methodologies with minimal supervision while providing regular communication to supervisor.

Develops project strategies and plans and reviews plans and progress with administrator, supervisor and appropriate interested parties.

Provides mentoring to technical and non-technical staff in all areas of educational technology.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Working closely with staff from the Curriculum Department and with staff in schools, sets priorities for and develops staff training to meet District needs related to the instructional use of technology.

Developing or providing significant technical input to the development of RFP's or other purchasing documents for purchase of software and hardware products and/or services; participating in and leading vendor selection processes.

Identifying, analyzing and providing options and recommendations for the use of educational technology throughout the District, and the integration of technology into the K-12 curriculum.

Coordinating with appropriate staff throughout the District to write and update the District's Instructional Technology Plan.

Communicating information by preparing promotions, distributing information, and making presentations.

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Technology Development Coordinator (continued)

Researching and staying abreast of the latest instructional technology products, trends and industry best practices.

Researching and responding to grant applications; providing grant assistance to staff in the District as they pursue technology related grants. May provide grant management for successfully awarded technology-related grants.

Assisting in the evaluation of assessment tools to evaluate the effectiveness of current and future usage of instructional technology.

Training technical and non-technical staff in the use of instructional technology applications, tools and techniques.

Organizing and documenting instructional technology-related processes and procedures.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Communicating clearly, concisely, and effectively both orally and in writing with technical and non-technical individuals.

Maintaining regular and consistent attendance and punctuality.

Maintaining data, records, and reports on activities and resources.

Performing related duties consistent with job description and assignment.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Various technologies, including but not limited to: workstation, interactive video, multimedia, and different workstation operating systems.

Application of technology to both administrative and instructional settings.

Software, hardware, and digital media and their applications.

Adult education theories and techniques.

Supported versions of the Windows Operating Systems for workstations and servers.

**Ability to:**

Maintain effective working relationships with other staff and the general public.

Develop and implement classes for staff on the use of various technologies.

Train other staff involved in staff development on the integration of technology. Develop creative ideas for sharing district experiences and expertise with other school districts.

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Advise Curriculum Department and other appropriate staff about technical requirements of educational technology tools to meet classroom instructional needs.

Prepare presentations for technical and non-technical audiences.

Plan, prepare and facilitate meetings.

Listen and provide feedback in a variety of settings on both technical and non-technical issues.

Work with the Curriculum Department and other appropriate staff to provide technological solutions for today's instructional challenges on the integration of appropriate technology into the K-12 curriculum.

Communicate clearly, both orally and in writing.

Manage multiple priorities and work well with minimum supervision.

**Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

**Experience**

Three to five years experience teaching/training adults with a focus on technology.

Development of course outlines and programs in the area of technology.

Familiarity with a K-12 environment in supporting technology.

Experience in the application of technology in an educational setting.

**Training:**

Four year college degree in education, computer science, or equivalent.

or

Two year college degree with academic coursework in electronics, computer science, or a related field and two years field experience.

**Work Environment:**

Climate controlled office setting with exposure to minimal noise intensity levels.

High level of contact with district personnel. Some contact with outside agencies/community.

**Physical Requirements:**

Frequent reaching, handling, handwork, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

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Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Technology Development Coordinator

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_