

Job Title: District Coordinator of Digital Learning
Reports to: Director of Technology
Dept./School: Technology Department
Supports: District faculty, staff, and students

Primary Responsibility: Develop and implement districtwide technology-based staff development and training programs to facilitate the effective use of technology tools in instructional programs and the educational setting.

Qualifications:

- **Education**
 - Minimum of Bachelor's degree in computer science, education, or related field
 - Valid Teaching certificate
- **Experience/Ability**
 - Knowledge of instructional and education-based software applications
 - Knowledge of technologies available for use in instructional and education-based setting
 - Knowledge of curriculum design and implementation
 - Ability to develop and deliver effective and engaging technology training to adult learners through a variety of mediums
 - Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

- 1. Teaching and Learning**
 - Collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology.
 - Models the integration of technology in all curriculum areas
 - Facilitates school participation in technology programs and activities
 - Conducts faculty/staff/student development in the areas of technology integration
 - Follows a plan for professional development and actively seeks out opportunities to grow professionally
 - Identify trends in software, hardware, curriculum, and teaching strategies
- 2. Information Access and Delivery**
 - Works with Director of Technology, principals, and school leadership to provide access to technology resources and services
 - Work with teachers and technology staff in the selection of resources that are compatible with the school academic goals and technology infrastructure

- Assist with planning the design of technology infrastructure so that information resources are continually available to the school community
- Promotes partnerships that support the academic success, career readiness, and general well-being of all children

3. Program Administration

- Provides support in effective decision making to promote the technology presence
- Provides support in the development, implementation, and update of district/campus instructional technology plan
- Collaborates with teachers, staff, and students to evaluate and select resources addressing curricular needs and learning goals
- Plays a supportive role in the district/campus budgetary process to ensure funding for the instructional technology program to support school-wide goals
- Leads in the ongoing evaluation of the effectiveness of the instructional technology program
- Prepares and submits accurate reports as required

Other Duties:

- Work with a wide range of multimedia software including: audio, video, web, animation, and photo to develop materials for online, hybrid, and face to face courses.
- Develop instructional web and media-based interactive learning objects (tutorials, demos, training modules)
- Assist the Director of Technology with the development and maintenance of the department's web/ social media presence
- Participate in district/campus/department committees as assigned by the Director of Technology
- Assists the Director of Technology in the supervision of student technology interns
- Conduct software training sessions for students when applicable
- Assist in setup of special events when needed
- Other duties as assigned

Physical and Cognitive Requirements:

- Work with frequent interruptions, maintain emotional control under stress
- Ability to work occasional prolonged and irregular hours in response to district's needs
- Follow established safety procedures and techniques to perform job duties. Some physical labor may be involved in the position

- Maintain confidentiality of information
- Function within policies and administrative procedures of the district
- Travel independently to fulfill the responsibility of the position