

Baldwin Park Unified School District
Job Description

Educational Technology Program Administrator

DEFINITION

The Educational Technology Program Administrator plans, organizes and provides administrative leadership in instructional technology for Educational Technology and Support (ETS), implements District wide professional learning programs to support the integration of educational technology into daily instructional practice.

SUPERVISION RECEIVED AND EXERCISED

Administration supervision is provided by the Director of Educational Technology and Support. Responsibilities include supervision of teachers on special assignments, coaches or specialists assigned to work in the Educational Technology and Support Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- A. Commits to honoring BPUSD's Mission, Vision, Core Values, Commitments, and Indicators of Student Success.
- B. Coordinates the development and implementation of instructional technology integration throughout the grades, providing authentic student learning outcomes that are tied to the Common Core Standards and 21st Century skills (ISTE standards).
- C. Coordinates District digital literacy and digital citizenship programs.
- D. Works cooperatively with site and District administrators and departments in coordinating instructional technology activities.
- E. Develops educational technology training for teachers, administrators and all staff.
- F. Creates training materials to increase the use of instructional technologies.
- G. Mentors teachers and administrators to increase the use of instructional technologies to enhance student achievement.

- H. Serves as an educational technology advisor to sites and District committees.
- I. Participates in committees, conferences, workshops, professional development activities and research to keep abreast of the latest offerings in educational technology.
- J. Works with the school and District leadership to develop and implement a school or District technology plan.
- K. Assists in developing and implementing a District procedure for the evaluation of software, hardware, and courseware, and for the sharing of the results of such evaluation.
- L. Develops a cadre of school level technology leaders who will assist in the implementation of technology related activities.
- M. Prepares a variety of materials (e.g. reports, memos, letters, procedures, manuals, assessments, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- N. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Adult learning methodologies and learning theories.
- Legal issues pertaining to student safety, privacy and copyright laws.
- Use of audio-visual equipment for instructional purposes.
- Educational and classroom management software, current and emerging technologies, and curriculum and instructional methods.

Ability to:

- Demonstrate skill, expertise, and classroom experience in all aspects of technology used in the instructional and assessment realms.
- Create support documents, guides, memorandum and policy narratives; possess strong writing skills.
- Speak effectively before groups of employees or outside organizations; possess exceptional oral communication skills.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Education:

- Completion of a Bachelor's degree (B.A. or B.S.).
- Valid California Teaching Credential.
- Administrative Services Credential/Preliminary Administrative Services Credential/Certificate of Eligibility.

Desirable Qualification:

- Possession of an advanced educational degree (MA/MS, EdS, PhD/EdD and/or certification in support of curriculum and technology integration in the core academic areas).

Experience:

- Five (5) years of experience as a credentialed teacher in a K-12 classroom.
- Two (2) years as a teacher on special assignment, coach or specialist supporting teachers in integrating technology into daily practice.
- Additional instructional experience desired including supervisory and management level capacity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands, reach with hands and arms, talk and hear. The employee is frequently required to stand. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works outside of the office and visits school sites. The noise level in the work environment is moderate.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's License, the availability of private transportation or the ability to provide transportation between job sites is required.

EMPLOYMENT STATUS

Certificated Management - Administrative and Supervisory unit position, exempt from bargaining units. Exempt from FLSA.