

**Job Title:** CURRICULUM COORDINATOR, SECONDARY & INSTRUCTIONAL TECHNOLOGY  
**Reports to:** Chief Academic Officer  
**Dept./School:** Curriculum of Instruction Department  
**Wage/Hour Status:** Exempt  
**Date Revised:** November 27, 2023

### **Primary Purpose**

Assist district staff to develop skills needed to use instructional technology. Develop demonstrations to model the usage of new instructional technology for Tier I instruction. Must be able to promote instructional technology skills and ideas to students, monitor student technology skills, and assist with the development of lab skills to strengthen blended/personalized learning and the use of CAI for scaffolded learning.

## **QUALIFICATIONS**

### **Education/Certification**

Bachelor of Arts/Science Degree  
Master's Degree Preferred  
Teaching Certification Required

### **Special Knowledge/Skills**

Knowledge of various instructional technology software and hardware products  
Proficient Use of Microsoft Office Application Products (Outlook, Word, Excel, Access)  
Knowledge of instructional technology design  
Knowledge of instructional theories and apply them to cutting edge technology applications

### **Experience**

Minimum 5 years teaching experience  
Mid-Management Experience preferred  
Experience providing technical training in group and individualized sessions  
Excellent oral and written communication skills

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Technology**

1. Developing and delivering technical training sessions and workshops on using technology to support online and tier I instruction.
2. Working 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
3. Developing instructional web and media-based interactive learning objects (tutorials, demos, training modules).
4. Assisting in the development and maintenance of the department's web presence.
5. Troubleshooting technical course design issues with faculty.
6. Conducting research to identify potential applications for new and emerging instructional technologies.
7. Supporting an online learning management system.
8. Collaborating with co-workers, on departmental and district-wide projects.
9. Participating on District committees.

10. Researching and identifying grant opportunities relevant to instruction, faculty support and online programs
11. Designing and developing print and web based user documentation
12. Conducting software training sessions for students and teachers
13. Assisting in the supervision of campus liaisons
14. Assisting in the operation and maintenance of the various instructional technology programs in use such as DMAC, Renaissance, Destiny, etc...
15. Develop specific strategies to implement a digital learning environment via 'one to one' initiatives
16. Train campus and district staff to use hand held devices (tablets, laptops, ereaders) integrated with instructional methodologies to maximize the effectiveness of the digital learning concept.

**Instructional**

17. Develop instructional technology materials to be used by educators and instructors.
18. Plan and conduct teacher training programs and conferences dealing with new classroom procedures, instructional technology materials and equipment, and teaching aids.
19. Update the content of educational programs to ensure that students are being trained with equipment and processes that are technologically current.
20. Assist classroom teachers with various instructional models, classroom management, and lesson development.

**Other**

21. Performs other duties assigned by supervisor.
22. Maintains confidentiality of information.

**EQUIPMENT USED**

Computers, printers, scanners, projection devices

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent district-wide and occasional state-wide travel. Occasional prolonged and irregular hours.

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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 and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_

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

**Approved by:** \_\_\_\_\_

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