

Job Title: Instructional Technology Coordinator
Reports to: Director of Curriculum & Instruction
Dept./School: Curriculum of Instruction
Wage/Hour Status: Exempt
Date Revised: July 23, 2018

Primary Purpose

Assist district staff to develop skills needed to use instructional technology. Develop demonstrations to model the usage of new instructional technology products. Must be able to promote instructional technology skills and ideas to students, monitor student technology skills, and assist with the development of lab skills for productive technology assessment analysis profiles.

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
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 plan 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

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: _____