

SANTA CRUZ COUNTY OFFICE OF EDUCATION

PROGRAM COORDINATOR, EDUCATIONAL TECHNOLOGY

DEFINITION

Under direction, to provide support to schools, districts and County Office staff resulting in the improvement of educational opportunities for students through the use of technology and technology-based instructional and informational resources; to assist in providing staff development, information and learning resources; and assist in providing technical assistance to schools, districts and County Office staff.

SUPERVISION EXERCISED

Exercise direct supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and coordination in technology, standards, curriculum, instruction, assessment and educational resources.

Assist teachers and administrators with assessing, planning, implementing, and evaluating the use of educational technology, including through professional development.

Plan, organize, coordinate, and conduct professional development activities, training and presentations to teachers, administrators, boards, other agencies, and business representatives.

Provide information on technology learning and communication resources, including software, hardware, and telecommunications.

Establish and maintain clear communication and cooperative working relationships with clients, staff and other agencies through announcements, correspondence, newsletters, publications, telephone communications, E-mail, websites, and attendance at meetings.

Work to further the mission and goals of the County Office of Education in regards to staff development, technical assistance, learning resources, telecommunications infrastructure and coordination, and grants funding.

Participate in the acquisition of grants and other sources of funding for programs and projects.

OTHER JOB RELATED DUTIES

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods and strategies in integrating technology with content standards, curriculum, instruction and assessment.

Technology tools proficiency, including common applications, media display devices, web publishing and integration tools.

Network and telecommunication hardware and software.

Network design, including local and wide area networks.

California Content Standards and Curriculum Frameworks, and California Educational Reform documents.

Skill and Ability to:

Integrate state-of-the-art technology in everyday work and to demonstrate to diverse individuals and groups ways of maximizing the benefits of technology in education.

Organize and conduct training, in-service and staff development activities and to coordinate curriculum and instruction Projects, conferences, events, and activities.

Initiate, schedule and carryout complex and diverse work plans; respond promptly to request of clients, both inside and outside of the County Office of Education.

Coordinate the work of professional and technical personnel.

Express ideas and concepts clearly and concisely in both oral and written form, and to work collaboratively with individuals and groups from varied cultures, backgrounds, and classifications.

EDUCATION AND EXPERIENCE

Any combination of education and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Master's Degree from an accredited college or university with an emphasis in education or a closely related field.

Experience:

Four (4) or more years experience using educational technology in a K-12 environment.

License or Certificate:

Possession of a valid California Teaching Credential.

Possession of a valid California Administrative Services Credential.

Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS

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. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: February, 2001.