

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**COORDINATOR, EDUCATION TECHNOLOGY**

**DEFINITION**

Under direction of Technology and Information Systems leadership, coordinate implementation of district-wide educational technology plan. Develop, conduct, oversee, and coordinate trainings at the district office, on school sites, and virtually in order to increase technology integration at all school sites.

**EXAMPLES OF DUTIES**

- Participate in the development and implementation of the District's Technology Plan to support student achievement.
- Develop and implement technology training for teachers, administrators, and classified staff on hardware, software, and online programs.
- Coordinate trainings (district-wide and at sites) that include technology integration and digital literacy.
- Work with Digital Literacy Teachers at the site level to ensure proper training and dissemination of District information through newsletters, emails, and meetings.
- Attend District and site meetings to represent the Educational Technology department.
- Present at District and site meetings and trainings.
- Coordinate Educational Technology website to ensure a user-friendly site for all staff.
- Develop and record video trainings for teachers and administrators. Maintain video training library.
- Assist Education Services with curriculum design while ensuring technology integration across District curriculum.
- Assist Instructional Coaches and Curriculum Specialists in aligning their coaching practices and curriculum development with 21st Century learning.
- Assist District leadership in discerning the best technology solutions to support learning needs and environments.
- Analyze data trends to identify educational program needs at a site level.
- Support curriculum analysis for adoption.
- Supervise employees of educational technology as needed/assigned (e.g. hiring, evaluating, disciplining, etc.) for the purpose of professional growth and maintain program consistency.
- Attend county meetings and serve as a liaison for the District.
- Help the District obtain outside funding by participating in grant research, planning, and proposal writing.
- Work with the Special Education department to work towards equity of education for all students regarding instructional technology and assistive technology.
- Remain technically competent and continue to grow as an educational leader.
- Coordinate various online and software-based learning programs including student accounts and maintenance.
- Other related duties as assigned.

### QUALIFICATIONS

**A dedication to lifelong learning and a strong work ethic.**

#### **Knowledge of:**

Current trends, theory, and practice in Educational Technology. Effective uses of technology in the TK-12 educational setting. Educational Software; Courseware; Learning Management Systems; Educational Apps across multiple platforms; online collaboration and productivity tools; Google Apps for Education, uses of devices such as tablets; laptops; and smart phones in the classroom. Adult training techniques. Management and organizational skills. Common Core State Standards and the Digital Literacy included in the standards. SAMR and TPACK models for technology integration in the classroom. Methods for integrating technology so the curriculum is the focus of the lesson rather than the technology being used. Testing and Assessment. Adult learning theories and coaching practices.

#### **Ability to:**

Plan, organize, and coordinate all aspects of Educational Technology as outlined in the current District Technology Plan. Communicate effectively both orally and written. Train teachers, administrators, and classified staff in current technology for classroom integration, office use, and work efficiency. Conduct technology integration demonstration lessons as needed in Tk-12 classrooms. Prepare and present clear reports. Analyze technology use data. Use and demonstrate technologies that have been shown to increase student achievement, engagement, and innovation. Develop, write, and evaluate grants. Stay current on educational technology trends as well as state standards and educational trends and apply technology to those trends and pedagogy. Work independently. Coordinate trainings including planning, scheduling, communicating, and conducting or observing. Coach others in technology integration. Work with other teachers in coach or curriculum development roles to ensure technology integration is a part of District coaching and curriculum development. Adapt to a new District culture and conduct professional development based on that culture. Innovate. Be flexible in the face of constantly changing technology. Be a team player and passionately communicate a District vision that may conflict with your personal vision of Educational Technology.

#### **Experience:**

Minimum 4 years teaching experience. Minimum 2 years integrating technology in a teaching environment. Minimum 3 years curriculum development or staff development experience preferred. Experience presenting at local, regional, or national Educational Technology conferences preferred. Experience training teachers in technology integration preferred. Experience writing curriculum for technology integration preferred. Demonstrated mastery of content shown through professional certifications such as (but not limited to) Google Certified Teacher/Trainer, STAR Discovery Educator, Microsoft Innovative Educator, Apple Distinguished Educator, CCTO, etc. preferred.

#### **Education:**

Valid California teaching credential; Administrative Services Credential, and Bachelor's Degree required. Master's degree in related area or postgraduate educational technology coursework preferred