



COORDINATOR, INSTRUCTIONAL TECHNOLOGY

RESPONSIBILITIES

Responsible for providing leadership in the instructional program with an emphasis on the integration of technology by designing, developing, implementing, supervising, and coordinating various components of instructional technology.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinate, support, and promote the instructional technology.
- Design materials for use in classroom instructional integration activities.
- Serve as a state-of-the-art expert in the field of instructional technology and information literacy.
- Provide assistance, support and coaching to promote and facilitate the use of technology and information literacy in instruction.
- Provide guidance to school administrators on the implementation of effective instructional technology and library media programs.
- Conduct observations of instructional technology specialists and library media specialists; assist with establishing professional growth activities to meet individual and programmatic needs.
- Observe teachers as requested by building administrators and provide feedback on appropriate use of instructional technology.
- Evaluate the performance of the instructional technology specialist incorporating input from the building administration.
- Assist with the interview process and selection of candidates seeking employment as instructional technology and library media specialists.
- Plan and conduct professional learning in the use of instructional technologies and information literacy.
- Maintain a variety of records related to instructional technology including software licenses purchased by the district, research database statistics and purchases, training opportunities, and other reports, as necessary.
- Provide support for division-wide instructional technology implementations.
- Evaluate instructional software, equipment, and services for possible purchase.
- Conduct research into new techniques aimed at improving learning through technology integration.
- Provide recommendations relating to facilities planning, instructional technology, and library media purchases.
- Assist in the design of instructional technology and library media settings to facilitate the integration of technology and information literacy into the instructional program.
- Participate in office and departmental work groups and projects.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge of hardware (including peripheral equipment) and instructional software, communication and network technology, library media programs, VBCPS instructional programs, and instructional strategies; ability to establish and maintain effective working relationships with associates and users; ability to prepare reports and communicate technical information effectively both orally and in writing.

EDUCATION AND EXPERIENCE

Required:

Master’s Degree in education administration.

Certification in Administration and Supervision PreK-12-Central Office Only or Administration and Supervision PreK-12.

Five (5) years of teaching experience.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing and driving. Ability to lift up to 20 pounds. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: Rev. 6/00, 4/15, 9/17, 7/20
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