

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

COORDINATOR OF INSTRUCTIONAL TECHNOLOGY

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in education from an accredited college or university.
- (2) Master's degree in instructional/educational technology or related field from an accredited college or university.
- (3) Experience as a classroom teacher.
- (4) Experience in teacher training in the use of technology for instructional purposes.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to learn and use multiple software programs. Ability to use different pieces of hardware for integration into teaching. Ability to create and teach different professional development opportunities that focus on the integration of technology in the classroom. Knowledge of different Learning Management Systems. Ability to work with a variety of individuals with differing network knowledge such as teachers, principals, technicians, engineers, vendors, and contractors. Ability to work on several projects simultaneously. Ability to apply for Grants and other funding opportunities in support of technology. Ability to manage projects. Familiarity with Occupational Safety and Health Administration (OSHA) standards. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Director of Informational Technology

JOB GOAL

To provide coordination, direction, and expertise for implementing developmentally and instructionally appropriate technology practices in classrooms that will improve the performance and success of all staff and students

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Coordinate ongoing development and implementation of the Okeechobee County School District Instructional Technology Plan
- * (2) Serve as chair to the district Technology Support Committee made up of support staff and school-based representatives

COORDINATOR OF INSTRUCTIONAL TECHNOLOGY (Continued)

- * (3) Provide consultation to the schools on the evaluation and selection of technology equipment and related material (software, hardware, subscriptions, etc).
- * (4) Coordinate instructional technology related in-service, develop trainers within existing district staff, design and deliver workshops for both novice and advanced users, and locate training resources outside the school system as needed.
- * (5) Prepare technology related grant and other funding applications at the district level and assist school staff in their responses to requests for proposals.
- * (6) Assist in developing bid specifications for instructional technology equipment and related materials.
- * (7) Assist in developing instructional strategies using instructional technology across all content areas.
- * (8) Work with the Operations Department and the architect they designate in designing school facilities for effective use of current and future technologies.
- * (9) Build a community support for technology in the schools by assisting teachers in marketing successful applications.
- * (10) Maintain current knowledge of technology and instructional practices that relate to the use of technology.
- * (11) Serves as liaison between the district, local, state, and federal agencies.
- * (12) Participate in technology conferences and professional growth activities to keep abreast of current and future trends in instructional technology.
- * (13) Maintain District Webpage as webmaster and monitor school and teacher webpages.
- * (14) Coordinate and collect data on staff progress toward district, state, and federal technology competencies.
- * (15) Manage and coordinate technology budgets as assigned. .

Employee Qualities/Responsibilities

- * (16) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (17) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (18) Ensure adherence to good safety standards.
- * (19) Maintain confidentiality regarding school/workplace matters.
- * (20) Model and maintain high ethical standards.
- * (21) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (23) Assign duties as needed to the technical support staff for day to day operations..
- * (24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.

Inter/Intra-Agency Communication and Delivery

- * (25) Exercise service orientation when working with others.
- * (26) Keep supervisor informed of potential problems or unusual events.
- * (27) Use effective, positive interpersonal communication skills.
- * (28) Respond to inquiries and concerns in a timely manner.
- * (29) Serve on school/district committees as required or appropriate.

System Support

COORDINATOR OF INSTRUCTIONAL TECHNOLOGY (Continued)

- * (30) Exhibit interpersonal skills to work as an effective team member.
- * (31) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (32) Demonstrate support for the school district and its goals and priorities.
- * (33) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (34) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (35) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: 10/12/10