



Teaching • Understanding • Serving • Developing

Adopted: 2015-2016

Range: BB

Classification: Management/Confidential

Job Description Coordinator of Instruction and Technology

DEFINITION

Under the direction of the Chief Administrator the Coordinator of Instruction and Technology will assist the Chief Administrator on curriculum and instructional development, coordination of language development programs, assist with oversight of State and Federal categorical programs, CELDT Administration, develop and implement technology training and strategies for use in the classroom.

EXAMPLES OF DUTIES –*Not all inclusive*

- Assist in the evaluation of curriculum materials, educational programs, and classroom technology.
- Assist with the development of curriculum, pacing guides, benchmarks, instructional programs, and assessments.
- Promotes consistent articulation of curriculum, instruction and assessment from grade to grade and among teachers and schools.
- Develop appropriate training materials for school personnel.
- Reviews curriculum, develops training programs, identifies best practices, and coordinates integration of technology into the learning process.
- Provide computer application and program training to ensure administrators and teachers are proficient in accessing and obtaining student academic reports.
- Assist with setting goals for staff development at the k-12 level, responsible for communicating the goals to the site administrators.
- Facilitates communication and coordination among instructional staff for the purpose of meeting curriculum guidelines and ensuring that state mandates are achieved.
- Collaborate with members of administrative team to support student achievement through embedding technology in teaching and learning.
- Coordinates all CELDT training and testing for English Language Learners including preparation of reports, ordering of materials and supervision of summer testing (annual and initial testing).
- Coordinates the design, planning, support, professional development and implementation of technology use in teaching, learning and district curriculum for the purpose of improving student learning in all subject areas.
- Coordinates the re-designation of students that are English Learners.
- Coordinates District English Learner Advisory Committee (DELAC)

- Assist teachers and site administrators in diagnosing student needs through the RTI process.
- Coordinates the process of textbook selection and adoption for k-12 instructional programs
- Plan and develop technology use strategies for use in classroom instruction to complement Common Core State Standards curriculum delivery.
- Supports and monitors student testing and achievement.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principals and best practices of instruction, curriculum, professional development, and assessment.
- Educational evaluation tools, materials, theories and trends in assessing and identifying student learning and behavioral characteristics.
- Experience and knowledge of Information systems and educational technology.

EDUCATION / EXPERIENCE

- Valid K-12 California Teaching Credential.
- Five years of classroom teaching experience.
- Coursework in curriculum and instruction. A Bachelor's degree; Master's Degree preferred.

WORKING CONDITIONS

Environment:

- Professional educational environment.
- Business attire required.
- Valid California Driver's License and private transportation required.

Physical Abilities:

- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment.
- Ability to stand at counter or work at a desk for extended periods of time.
- Ability to see for the purposes of reviewing curriculum, reports, and assessments.

TERMS OF EMPLOYMENT

- 200
- work days
- Eight (8) hours per day, five (5) days per week, according to the district schedule.