

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: COORDINATOR-EDUCATIONAL TECHNOLOGY AND DESIGN TECHNOLOGY SERVICES**

#### **GENERAL STATEMENT OF JOB**

Reporting to the Executive Director of Technology Services, this position will be responsible for leading, planning, coordinating, and implementing short-and long-range plans for the integration of technology into the instructional program and professional development that promotes excellence and supports transformational change throughout the instructional environment. This position will be instrumental in the district's digital transition toward mobile learning initiatives, special technology-enhanced programs, personalized learning methodology, and IT curriculum integration in K-12.

The successful candidate will possess: content, digital and instructional expertise; the capacity to work as a colleague with instructional staff to support student learning and teacher practice; and proven experience with developing instructional materials, conducting trainings/workshops, and organize in-person and virtual presentations to educate and disseminate information to the district's stakeholders.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Serve as a liaison with Curriculum and Instruction to build relationships with media coordinators, specialists, and blended learning team in order to support the learning goals and direction of GCS.

Coordinate and implement the District's Educational Technology Plan to support curriculum, technology training, management of resource allocations and sharing via the web or print.

Contribute to the development, communication, and implementation of a shared vision for the comprehensive use of technology to support a digital-age education for all students.

Implement strategies for initiating and sustaining technology innovations and support the implementation process at the campus and district level.

Implement and monitor technology initiatives such as utilizing a variety of devices, platforms, and mobile device management systems.

Coach and model effective use of technology tools and resources in collaboration with teachers and district leaders to continuously assess student learning and technology literacy.

Conduct needs assessments to inform the content and delivery of technology-related professional learning programs that result in a positive impact on student learning as part of new technology initiatives.

Design, develop and implement technology-rich professional learning programs that model principles of adult learning and promote digital age best practices in teaching, learning and assessment for instructional coaches, specialists, and campus staff.

## **COORDINATOR-EDUCATIONAL TECHNOLOGY AND DESIGN**

Model and facilitate safe, healthy, legal and ethical uses of digital information and technologies.

Advocate for policies, procedures, programs, and funding strategies to support the implementation of the shared vision represented in the school and district technology plans and guidelines.

Select, evaluate, and facilitate the use of adaptive and assistive technologies to support student learning.

Use digital communication and collaboration tools to communicate locally and globally with students, parents, peers, and the larger community.

Search for new and innovative ways both to use technology meaningfully in instruction and to provide coaching to teachers who are reluctant to use it in their classrooms.

Plan, create and deploy training program through a high level of creativity and originality using e-Learning tactics and software.

Develop, coordinate and implement quality professional development to include outside vendor-partners such as (but not limited to) Microsoft and Apple.

Provide support to Academic teams in the development and use of social media, websites, and technology-enhanced resources (websites, social media, software and hardware) and practices.

Create informal learning opportunities by producing instructional videos and other forms of digital resources.

Support district use of Enterprise software solutions.

Support software/hardware vetting processes.

Create a variety of training methods to reach educators with different learning styles.

Maintain communication with all levels of district stakeholders.

Maintains continuing education credits to keep licensure current and participates in professional development to remain current with emerging technologies and educational research.

Collaborates with peers, direct reports, and managers to identify and implement improvement initiatives.

Function independently and efficiently to meet deadlines.

Thrive in a fast paced environment with fluid priorities.

Persistent and results focused with an ability to solve problems and deliver results.

Driven toward continual personal growth and development while staying current of evolving technologies.

## **COORDINATOR-EDUCATIONAL TECHNOLOGY AND DESIGN**

Have an established network of other professionals and resources available to assist in resolving job-related problems.

History of direct decision-making capabilities overseeing instruction.

Proven leadership skills with the ability to work alongside and coach team members.

Experience with integrating a comprehensive set of solutions across key departmental functions to support teaching and learning.

Hands-on experience with supporting large-scale IT initiatives within a public school educational environment.

Ability to adapt and solve challenges quickly and efficiently.

Ability to work independently and as part of a team.

Ability to effectively prioritize and execute tasks in a dynamic and high-pressure environment.

Able to effectively influence and develop strong relationships with key stakeholders.

Effective communication skills (oral and written), interpersonal, organizational, and presentation skills.

Ensures execution and delivery of IT project portfolio and initiatives.

General knowledge of software copyrights of the school system.

### **ADDITIONAL JOB FUNCTIONS**

Perform other duties as assigned.

### **MINIMUM TRAINING AND EXPERIENCE**

- NC Teacher Licensure
- Minimum of Master's Degree in Education or related field
- Minimum of 4 years of successful teaching experience
- Knowledge of and skilled in technology integration
- Preferred: 077 Instructional Technology Specialist Certification
- Preferred: CETL certification

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment and tools including computer software, computer hardware, cables, etc. Must be able to exert up to 30 pounds of force

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occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, technical manuals, newsletters, trade journals, etc. Requires the ability to prepare reports, forms, training materials, documentation, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra and geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using computer equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as computer equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of North Carolina Essential Standards for all subject areas and grade levels.

Knowledge of the North Carolina teacher evaluation process.

Knowledge of effective teaching, assessment and best practices for inspired learning.

Knowledge of the challenges facing large, diverse, urban school districts.

Previous coaching or teacher leadership experience.

Proficient in digital tools to support learning pedagogy.

Ability to effectively discern the professional development needs of educators and model strategies needed.

Ability to lead projects using time management skills, meet deadlines, prioritize projects, plan starting and ending deadlines, and successfully bring closure to projects.

Utilize effective communication, collaboration, and interpersonal skills for building an environment with a personalized learning instructional focus and conveying expectations for growth.

Flexibility to adjust priorities and assume new responsibilities based on school and district needs.

Strong organizational skills and attention to details.

Willingness to work flexible hours, non-business hours, or other scenarios required by the flow of operations.

Identify and assess current and emerging opportunities that impact end-user computing experiences.

Partner with stakeholders to identify, develop, implement, and assess emerging technology strategies.

Manage relationships with consultants and business partners.

Report trends and provides feedback to IT operations, senior managers and other team members.

Maintains continuing education credits to keep licensure current and participates in professional development to remain current with emerging technologies and educational research.

Assists in the creation and sustainability of standard operational procedures, best practices as well as other relevant documentation based on best practices, real-time and historical data and reporting.

Collaborates in the procurement of IT hardware and software.

General understanding of core technologies such as: AD, O365, Azure, Exchange, WAN/LAN/Wi-Fi, VOIP, Core Networking, Cloud Services, MDM technologies, Windows and Apple OS/iOS.

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Understanding of partner ecosystems and the ability to leverage partner solutions to solve district IT needs.

Willingness to work flexible hours, non-business hours, or other scenarios required by the flow of operations.

Ability to support frequent standing, walking, lifting, working at heights, and lifting >50 lbs.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.