

CLASSIFICATION DESCRIPTION



TITLE: Educational Technology and Innovation Coordinator

<p><u>Title of Immediate Supervisor:</u> Director of Teaching, Learning and Equity</p>	<p><u>Department:</u> Teaching, Learning and Equity</p>	<p><u>FLSA Status:</u> Exempt</p>
<p><u>Accountable For (Job Titles):</u> Digital Innovation Specialists</p>		<p><u>Pay Grade Assignment:</u> Duluth District-Wide Instructional Administrators' Association,</p>

<p>General Summary or Purpose Of Job:</p>
<p>Provides leadership administration, and supervision of the District's Technical and Digital Innovation Programs and staff. The Educational Technology and Innovation Coordinator develops, supports, and maintains the effective implementation of digital tools for faculty, staff, and students. The Educational Technology and Innovation Coordinator provides strategic leadership, direction, and coordination of instructional technology to support the success of all students.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Establish, maintain, and evaluate programs that will enhance the appropriate use of technology for learning, collaboration, and productivity for students and faculty/staff.
2.	Plan, organize, coordinate, and evaluates technology services that support instructional programs;
3.	Serve as a resource to teachers and administrators to enhance instructional technology in the classroom;
4.	Provide appropriate staff development and training;
5.	Assist the district and its schools in building the district's capacity to effectively use and integrate instructional technology into teaching and learning;
6.	Provide resources and training so that both students and teachers become independent users of technology to support and enhance student learning;
7.	Maintain and coordinate the use of multimedia and innovation labs;
8.	Provide tech support to teachers and troubleshoot IT issues when necessary;
9.	Assess the technology training needs of the instructional staff and deliver appropriate training on hardware, software and internet usages as well as methods and instructional strategies of integrating technology into the curriculum;
10.	Assess the technology training needs of the building administrators and deliver appropriate training on hardware, software and internet usages to enhance technology leadership skills;
11.	Responsible for the supervision and evaluation of Digital Innovation staff, working with site administrators for input;
12.	Work with teachers to integrate the use of Smart Boards and other technology tools in the classroom.

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13.	Design, develop, and deliver on-line training to faculty and staff in the use of instructional technologies and educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning;
14.	Train and support staff in technology platforms essential to teaching and learning;
15.	Serve on the technology leadership team to plan the development and implementation of the district technology plan which includes E- Learning and the District's Strategic plan as it pertains to Technology;
16.	Work with the Director of Teaching and Learning to develop faculty training programs and lead professional development;
17.	Responsible for the oversight of student on-line activity throughout the year including training and supporting site administrators and select staff on the mandatory software such as Linewise and SysCloud;
18.	Provide oversight and management of curricular resources and third party software for learning management systems (LMS);
19.	Manage the yearly COPPA compliance and Blended Learning forms;
20.	Serve as the primary contact for technology and curriculum for Teaching Learning and Equity;
21.	Other duties as assigned that relate to work being conducted by the Teaching, Learning and Equity department;

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Bachelor's degree from an accredited college or university.
- Five years of significant, directly related, and successful experience in the field of educational technology. Classroom teacher experience working with educational technology is considered related experience.
- Previous experience in curriculum development, coaching, facilitating and presenting to other classroom teachers.

Preferred Qualifications:

Teaching Credential
 Prior teaching experience in an educational technology capacity is strongly preferred, as is experience working with K-12 students

Knowledge Requirements:

Requires knowledge of:

- Technology and computer software applications/digital tools relative to instruction.
- Available and emerging technologies especially regarding mobile technologies and personal devices.
- Current applicable laws, codes, regulations, policies, and procedures.
- School district organization, operations, policies, and procedures.
- Facilitating committees to identify needs, develop goals, and create and monitor action

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plans.

- Working collaboratively with interoffice and interagency staff to achieve common goals.
- Or willingness to learn Minnesota standards for all content areas.
- Learning Management Systems (Canvas and Seesaw)

Skill Requirements:

Skilled in:

- Evaluating a variety of instructional technology programs to ascertain appropriateness, validity, effectiveness, and uses.
- Planning, coordinating, scheduling, and administering resources to support instructional technology programs that have been adopted for use in the classroom.
- Developing or designing plans to monitor and assess the effectiveness of instructional technology in the classroom.
- Planning, coordinating, scheduling, and administering academic curriculum via technology for use in the classroom.
- Planning, collaborating, coordinating, and facilitating a variety of meetings, workshops, trainings, and conferences that are relevant to instructional technology.
- Selecting, training, supervising, monitoring, and evaluating personnel as appropriate.
- Problem solving instructional technology issues that are pertinent to classroom instruction.
- Communicating effectively, both orally and in writing.
- Understanding and be sensitive to those of culturally and linguistically diverse backgrounds.
- Understanding and communicating the privacy and security needs within educational technology (example: Children’s Online Privacy Protection (COPPA), Children’s Internet Protection Act (CIPA), Family Educational Rights and Privacy Act (FERPA), etc.
- Demonstrating strong interpersonal skills using tact, patience and courtesy.
- Establishing and maintaining cooperative relationships with school personnel, vendors, co-workers and the public.
- Organizing work, programs and activities to meet schedules, timelines and deadlines.
- Maintaining accurate, up-to-date, and organized record-keeping.
- Planning and organizing meetings, presentations and the ability to present “best practices” data and research.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Resource management to maintain, allocate, adjust and procure resources.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasiona lly	34-66% Frequentl y	66-100% Continuously
Stand			√	
Walk		√		
Sit		√		
Use hands dexterously (use fingers to handle, feel)			√	

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Reach with hands and arms		√	
Climb or balance	√		
Stoop/kneel/crouch or crawl		√	
Talk and hear			√
Taste and smell	√		
Lift & Carry: 10 lbs.	Up to		√
	Up to 25 lbs.		√
	Up to 50 lbs.	√	
	Up to 100 lbs.	√	
	More than 100 lbs.	√	
General Environmental Conditions:			
General Physical Conditions:			
Work can be generally characterized as:			
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.			

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:
Revised 7/12/2019