



JOB TITLE: Coordinator of Assessments and Technology

QUALIFICATIONS:

Any combination of education, training and/or experience equivalent to: a Master's degree and three years of directly related instructional technology experience in K-12 institutions.

- A. Experience in providing professional development and/or recent mentoring or support experience.
- B. Master's degree is preferred.
- C. Valid Illinois teaching credential.
- D. Strong leadership and planning ability; ability to communicate effectively both orally and in writing; ability to develop effective interpersonal relationships; strong organizational skills; ability to take initiative

REPORTS TO: Superintendent of Schools

ESSENTIAL FUNCTIONS:

Contribute to the leadership and direction in district and site technology planning, training, assessment programs, equipment acquisition, applications development, and establishment of standards for hardware and educational learning resources

PERFORMANCE RESPONSIBILITIES:

- Serve as a liaison to the site administrators and other departments to review, adopt, and implement curriculum; develop, implement and assess technology supported training programs and identify best practices
- Coordinate integration of technology into the learning process and into instruction
- Collaborate with a variety of partners including regional, state and national agencies, private industry, community-based organizations and institutes of higher education
- Coordinate and promote participation in organizations, events, and conferences concerning instructional technology
- Participate in development and implementation of district goals, objectives, policy priorities, standards, and procedures
- Make recommendations for employment and evaluate performance of assigned staff
- Provide on-going professional development to teachers (staff) on the use of technology tools in instruction.
- Under the direction of the Superintendent, this person will provide leadership and guidance in the implementation of district wide instructional technology. He/she will also provide technical assistance and support to elementary and middle schools in all instructional technology programs and functions.
- Coordinate efforts of all technology consultants to ensure effective implementation of technology equipment in classrooms.

- Establish and monitor state and local assessment protocols to ensure consistency in implementation district wide.
- The Coordinator will be directly responsible and held accountable for making sure that the Board, Administration, and Staff have the data from all demographic groups, and more importantly, the interpretation of that data, which allows them to move forward with the development implementation of District goals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform those essential functions.

TERMS OF EMPLOYMENT: Work twelve (12) months. Salary shall be established by the Board of Education after consideration of the recommendations of the Superintendent .

EVALUATION: Evaluated annually by the assigned administrator.

Approved by the Board of Education on the ____ day of ____ 2015.