

## Curriculum Instruction and Integration Coordinator

**Primary Function:** The Curriculum Instruction and Integration Coordinator shall be responsible for monitoring district curriculum, supporting effective instruction, integrating technology and curriculum that supports effective instruction and student achievement.

**Responsible to:** The Technology Director

### **Essential Responsibilities:**

1. **Personalized learning.** Research and remain current on best practice use of technology to support the personalization of learning. Assist instructional leadership and instructional staff with professional development and effective use of existing and emerging technology based tools.
2. **Curriculum and instructional tools.** Work with the principals and teachers to develop, evaluate, and recommend technology based instructional tools that will effectively and efficiently enhance instruction and support learning. This will include, but is not limited to: serving on assigned curriculum committees, helping administrators and teachers build and effectively use common assessments, formative assessments, and learning targets while leveraging technology, and collaborative teams across the district as assigned to provide expertise and support the implementation of adopted tools.
3. **Project management.** Manage multiple complex projects at a time. Effectively track progress and engage multiple stakeholders to accomplish shared goals. Measure the impact of projects and work that the team engages in, with coordination of varying departments.
4. **Professional development.** Collaborate with other district leadership and departments to design, implement, and support professional development around the effective use of technology to support instruction and learning. This will be accomplished by building capacity and leadership in other staff through consultation, collaboration, direct instruction, and coaching. Research promising practices and work with staff to implement practices that facilitate change that has a positive impact on instruction and student learning through the use of technology.
5. **Leadership.** Serve as an information resource to students, staff, parents, and community members about the district's technology programs.
6. **Communication.** Promote effective communication through presenting, writing, and publication. Examples would include the creation and maintenance of blogs, video content, newsletters, leading professional development or meetings of various sizes, presentations at conferences or parent meetings, and the creation of documentation.

7. **Digital Coordinator.** Manage/Supervise the deployment, use and maintenance of all student iPads and instructional devices in the district.
8. **Student Information System (Infinite Campus) Coordinator.** Provide Infinite Campus support for teachers, secretaries, students, and parents.
9. **Provide Level 1 technology support.** Provides exceptional customer service and technical expertise on inbound calls or other electronic input such as tickets or email from customers for the purpose of resolving issues with devices such as laptops, tablets, and other school electronics . Using various systems, applications and tools, the technician will facilitate device setup, education, and troubleshooting if a service or feature is inoperable. Technician will educate customers about device capabilities and intended uses. the technician will log a problem statement and resolution in appropriate tools, provide feedback to the district on customer issues and may participate in focus groups to review and rate tools provided.
10. **Other duties as assigned**

**Standard Measures of Accomplishment:**

1. District instructional leaders and staff can use technology in innovative, efficient, and effective ways to improve instruction and provide personalize learning opportunities and ensure each student meets district expectations.
2. District employees can use technology tools to operate in effective and efficient ways as measured by SAMR.
3. Efforts around the use of technology to improve instruction and personalize learning are aligned across the district and are consistent with promising and emerging practices.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job--related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Working conditions are determined by written contract between the VEA bargaining unit and the Virginia School District.