

**Job Title:** Learning Technologies Digital Content Coordinator  
**Department:** Technology & Media  
**Reports To:** Technology Learning Director  
**FLSA Status:** Exempt  
**Salary Schedule:** AA lane 01



## SUMMARY

The Learning Technologies Digital Content Coordinator has four primary roles:

- Coordinate the development, collection, curation, and organization of digital curriculum and assessment resources for PK-12 classroom use. This includes coordination of the software vetting process. The developed resources include content, behavioral, digital citizenship, gifted, and any other needed instructional resources. The coordinator works closely with coordinators, teams, and educators to support the content needs of the district.
- Coordinate and provide digital coaching with schools which are beginning to explore and implement digital, innovative, and technology-enhanced learning throughout the district.
- Coordinate with the Learning Technologies Data Specialist to ensure the collection, maintenance, analysis and available data and data systems meet the needs of the district, schools, and the Learning and Media Technologies Team. They ensure this data supports classroom instructional decision making, informs the Learning and Media Team, and provides evidence of implementation and achievement district goals.
- Participate in the PLC process to support district and school learning goals

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

- Engages in curriculum and instructional development to coordinate:
  - Efforts with other Coordinators to determine instructional and assessment needs based on stakeholder feedback and communication.
  - The curation, vetting, development, and maintenance of resources to meet identified instructional and assessment needs with schools, educator teams, and educators.
  - The curation, vetting, development, and maintenance of instructional and assessment systems with coordinators, district staff, and school leadership.
  - The curation, vetting, development, and maintenance of Digital Citizenship lessons and resources with educators and educator teams.
- Work through data and data systems to:
  - Coordinate with educators through the process of selecting, collecting, analyzing,

and using data to inform instruction and to make instructional decisions that lead to improved student learning outcomes.

- Coordinate the Identification, selection, design, collection, analysis, and reporting of data to measure progress toward goals.
- Coordinates efforts for instructional focus to:
  - Identify, select, and promote innovative and transformative curriculum and assessment resources which support the work of teams, and teachers in achieving high levels of learning.
  - Participate in the process for selecting and vetting learning technology product / vendor software.
  - Develop, implement, and monitor dynamic, long-range, and systemic goals that lead to achieving identified outcomes.
- Coordinates, and participates in professional development efforts by identifying needs, providing resources and training, and on-site coaching to increase best practices for use of learning technologies.
- Fully participates in the work of the Digital Learning and Media Technologies Team.
- Coordinates the organization of curriculum into meaningful and flexible modules/components using management and storage tools.
- Coordinates selection, organizes, inputs, and maintains core standards in district digital systems.

### **Leadership and Vision**

#### ***Strategic Planning***

- Coordinates data identification and selection for strategic plans, Digital Learning and Media Technology plans, and other improvement plans.
- Coordinates measurement of progress in achieving team goals, interdepartmental goals and objectives through attainment of milestones and deadlines.

#### ***Ethics & Policies***

- Maintains current understanding of technology policies and guidelines to ensure alignment of job responsibilities to daily work.
- Follows policy for selection of new learning technology (hardware and software), media and media services.
- Coordinates the promotion of ethical practices to drive appropriate use and continuous improvement of learning technology and media systems and to support learning technology and media responsible use, replacement cycles, and high-impact teaching strategies.

### **Understanding the Educational Environment**

#### ***Instructional Focus***

- Coordinates, promotes, models, and uses appropriate learning technologies, digital

curriculum, and media to enhance and support traditional, standards, evidence, and competency-based learning practices that lead to high levels of learning.

- Coordinates the use of learning technologies and media to support and enhance personalized instruction to develop deeper learning, future-ready skill sets, and that prepare learners for college, career, and life.
- Uses multiple methods to coordinate the identification, selection, management, assessment, and evaluation of appropriate uses of learning technology and media to collect and analyze data, interpret results, support instructional decision-making by leaders, teams, and teachers for the purpose of improving instructional practice and the quality of student learning.

### ***Professional Development***

- Coordinates and engages in sustained, job-related, ongoing professional learning to build educator capacity, provide support and training, and to integrate instructional technology into school-based professional learning communities.
- Coordinates with leaders, coaches, and staff in developing knowledge and skills that improve their performance in using learning technology and media through quality professional development and to inform future professional development offerings.
- Identifies, uses, and coordinates implementation of research-based best practices that align with the high-impact teaching strategies of the district instructional technology model and embed them into daily instruction.

### ***Team Building and Staffing***

- Coordinates and participates in professional learning communities that stimulate, nurture, and support faculty and staff in using technology and media to grow a culture of ongoing training, learning, and responsible risk-taking for learning technology.
- Maintains awareness of emerging learning technologies and coordinates work with educators to communicate current (and future) instructional technology research, tools, and trends to advance instructional improvement.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Sound understanding of learning technology development and implementation.

Demonstrated understanding of high-impact digital teaching and learning strategies, to include best practices and current trends, products, software, tools, and research.

Sound understanding of, and ability to identify, select, vet, and develop, curriculum, instruction, and assessment resources for all grades and content areas.

Sound understanding of, assessment development, use, and analysis.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables and situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

A Bachelor's Degree in Education (or applicable area) with a minimum of 5 years related technology experience and training in the essential functions of the position; or equivalent combination of education and experience.

Coaching experience with a sound understanding of andragogy and skill in providing professional development for the integration of learning technology.

Experience working effectively with leaders, coaches, and teams.

Experience using multiple digital curriculum and data systems.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

An active UT professional level Educator License with Educational Technology Endorsement.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to

10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**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 the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: <b>Technology Learning Director</b>			Date: <b>03/03/2023</b>
Approved By: <b>Assistant Director, Human Resources</b>			Date: <b>03/09/2023</b>
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	