

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



SUMMARY

The Learning Technology Coordinator I coordinates research-based best practices regarding classroom instructional technology and content management / creation. The primary responsibility of the coordinator is to work closely with educators and school administration to ensure digital transformation and integration efforts focus on best practices that support high levels of learning for ALL district stakeholders. The coordinator will also work collaboratively with district content coordinators and other members of the District Professional Learning Team to align digital work with best instructional practices and to support current district initiatives. The coordinator must understand and model effective instructional practice. They must work well with others to effectively coordinate and facilitate transformational change. The coordinator must also assume a leadership role as coach/mentor for school stakeholders. They will actively support, champion, advocate, and participate in PLC's at the district, school, and team levels (as appropriate).

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.*

Assists the Learning Technology Director and school administration by providing leadership for school-level master planning, design, implementation, evaluation, and integration of instructional technology professional development by performing the following:

- Participates in national, state, and other technology committees
- Coordinates with school administration in developing, maintaining, and leading the school instructional, digital transformation, and exploration plans
- Assists in the design and facilitation of the instructional technology component of Professional Learning Communities for transformation and exploration schools
- Coordinates with instructional leaders regarding technology instructional needs within the schools to develop, evaluate, and provide learner focused training plans
- Assists schools in monitoring appropriate and accurate usage of digital learning funds under the direction of the Learning Technology Director
- Coordinates the integration of the International Society for Technology in Education for administrator, coach, teacher, and student standards into digital learning curriculum, instructional design, and district models and frameworks

Assists the Learning Technology Director and school administration in overseeing, evaluating,

and refining instructional technology professional learning by training school stakeholders (administrators, learning coaches, and instructional technology specialists) regarding research-based best practices within the district, school, & community. The coordinator:

- Assists content coordinators and specialists in integrating digital practices, resources, and tools into professional learning in the areas of literacy (including ESL), Science, Technology, Engineering, and Math (STEM / STEAM / STEAMM), Computer Science, continuous school improvement, change processes, data analysis, peer coaching, leadership, including additional content areas, and other areas of need
- Designs and facilitates district-wide training that supports district digital learning and school initiatives (technology forums, training, and collaboration) for instructional leaders, learning coaches, mentors and teachers via online, blended, and train the trainer models
- Assists the Learning Technology Director in updating and managing the district Educational Technology Endorsement program, and international technology programs, such as the ISTE Certification.
- Helps coordinate the technology integration training program for new teachers in conjunction with the content and professional development coordinators via New Teacher Induction and the EYE program
- Helps coordinate and facilitate the integration of digital into Learning Coach Forum
- Coordinates, promotes, and participates in synchronous and asynchronous digital professional learning experiences to help WCSD educators develop Professional Learning Communities, Personal Learning Networks, and Communities of Practice
- Develops, evaluates, and provides training, to include evening training, for the effective use of digital resources and tools identified as approved for use in Washington County School District
- Assists, designs, and facilitates special professional development projects upon request of school administration
- Provides one-on-one site visits to support learning coaches as they integrate technology into professional learning programs within schools, inviting administrators to attend
- Employs and adjusts digital learning approaches based on formative and summative data to provide targeted implementation and training support for schools

Assists the Learning Technology Director and school administration in awareness and integration of current (and future) instructional technology research, tools, and trends by performing the following:

- Attends pertinent trainings, meetings, and conferences to ensure district technology instruction aligns with the district instructional technology plan and current research and best practice, including associated travel
- Researches current news, websites, and articles from professional technology organizations and credible resources to ensure district technology instruction aligns with current research and best practice
- Utilizes and contributes to the list of current and recommended digital resources and tools for those making purchasing decisions

Coordinates the the implementation and use of digital resources and tools by performing the following:

- Coordinates development of training resources for blended and personalized classroom learning environments
- Facilitates, allocates, and manages digital learning tools and resources associated with demonstration of professional and student competencies (microcredentials, badging, portfolios, etc.)
- Coordinates and manages digital technology and digital curriculum in the areas of literacy (including ESL), mathematics, continuous school improvement, change process, data analysis, etc.
- Maintains and supports assigned digital systems
- Maintains, designs, manages, and implements standards and competency-based report cards, standards and databases under the direction of the Digital Learning Coordinator
- Assists the Learning Technology Director in the maintenance and accuracy of the curriculum and content management systems, the system's content, and all associated accounts

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.*

Must be proficient in the use of classroom technologies.

Must be able to demonstrate sound understanding of best practice regarding instructional technology, citing current trends and research.

Knowledge of information technology devices, audiovisual equipment, operating systems and software. Ability to learn various operations required for management of student information and integration of technology in classroom instruction. Must be proficient in the use of classroom technologies.

An understanding of key learning theories and methods of instruction, and their relation to technology integration. Must be able to demonstrate sound understanding of best practice regarding instructional technology, citing current trends and research.

An understanding of key learning theories and methods of adult instruction. Must be able to demonstrate sound understanding of best practice regarding adult instruction, citing current trends and research.

Knowledge of and effective work within a professional learning community.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

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 concepts of HTML code.

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 variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

EDUCATION and/or EXPERIENCE

A Master’s Degree in the education field with a minimum of five years of classroom instruction experience is required.

Must complete the district peer coaching training, or an approved equivalent training.

Must have experience in professional development that is centered on the integration of technology in the classroom.

ISTE CAP preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

An active Utah Educator License with a Technology Endorsement (or equivalent).

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 talk or hear, use fingers and hands to handle, and reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.*

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.

Prepared By: Digital Learning Coordinator II	Date: 02/05/2020
Approved By: Superintendent	Date: 02/05/2020

<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 03/02/2022
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

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:	