

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 615
EXEMPT

CONTENT COORDINATOR – DIGITAL LEARNING

BASIC FUNCTION:

Under the direction of the Director, Instructional Technology, plan, organize, coordinate and implement the operations and activities of the digital learning program to enhance educational effectiveness and efficiency of the county office; and supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate with and assist county office administration, outside agencies, district/school site administrators in the research, assessment and implementation of professional learning programs and activities designed to facilitate digital learning across curriculum in support of state standards in all curricular areas.
- Coordinate communications, information and resources to ensure efficient activities within the Instructional Technology Services Department; collaborate with administrators, personnel, outside agencies and others in the development and implementation of related programs, functions, goals, objectives, guidelines and activities; coordinate and conduct a variety of special projects.
- Participate in committees, conferences, workshops, professional development activities and research to stay informed and current with the latest offerings in educational technology.
- Plan, develop, implement and conduct trainings and other professional learning activities aimed specifically toward implementation and support of Common Core Standards including the Next Generation Science Standards incorporating digital learning technologies, for the success of all students including but not limited to English learners and students with disabilities, emphasizing instructional strategies and other areas, as assigned.
- Provide training around blended learning and other technology-based education strategies.
- Research, assess, and utilize a variety of technical information related to digital learning across curriculum in support of state standards in all curricular areas.
- Plan, organize, coordinate and implement the operations and activities of the Instructional Technology Services Department to enhance educational effectiveness and efficiency; assist in assuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, functions, instructional areas, projects, compliance, professional learning and assigned duties.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to educational technology, and digital learning; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Assist with evaluating budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination as assigned.

- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Collaborate with assigned supervisor, directors, and administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs. Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning educational technology and digital and distance learning.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current trends in educational technology and digital learning
- Cultural and socio-economic differences and impact on families.
- Curriculum interpretation and application in the assigned program.
- Educational research methodology, including research design, program evaluation and data analysis.
- Effective strategies for improving student achievement in public and/or charter school programs.
- Practices and procedures for team building and professional learning activities.
- Principles of training and providing work direction.
- Public speaking techniques.
- Record-keeping techniques.
- Report writing techniques.

- Research methods and reporting techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Maintain records and prepare reports.
- Manage time effectively as it pertains to assigned schedules and timelines, planning and organizing work to result in effective time management.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree. Bachelor's degree may be substituted for a Valid Clear California Designated Subjects Vocational Education Teaching Credential or Designated Subjects Career Technical Education Credential.
- Master's degree preferred.

EXPERIENCE:

- Four years of increasingly responsible experience working in instructional technology.
- Experience with technology in an instructional setting or technology support including training, workshops, and/or coaching in an educational setting preferred.
- Professional Learning Facilitator preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Clear California Teaching or Services Credential.
- Valid Clear California Administrative Services Credential preferred.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 12/01/2019

Revised: 06/16/2021