

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 615
EXEMPT

CONTENT COORDINATOR – INSTRUCTIONAL TECHNOLOGY

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist with evaluating budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Collaborate with and assist County Office sites, district and school administrators and district personnel in the research, assessment and implementation of staff development programs and activities designed to facilitate the introduction of new technology in the classroom and integrating technology in all curriculum areas.
- Coordinate communications, information and resources to assure smooth and 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 training sessions and other professional learning activities aimed specifically toward implementation of Common Core Standards and technology integration, and the success of targeted student subgroups including but not limited to English learners, emphasizing instructional strategies and other areas, as assigned.
- Plan, organize, coordinate and implement the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the County Office; assist in ensuring 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, staff development and assigned duties.
- Receive and respond to staff and public inquiries and input concerning related needs and provide detailed and technical information concerning related programs, functions, policies and procedures.
- Research, assess, and implement a variety of technical information related to educational technology including technology integration across curriculum in support of standards in all curricular areas; provide training around instructional technology teaching and learning for blended instruction, virtual instruction, concurrent instruction, in-person instruction and other technology-based education strategies.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned area or program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.

- Utilize a variety of technology tools and resources in the completion of daily tasks and to enhance the design and delivery of professional development.
- 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.
- 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.
- 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 assigned program, function or instructional area.
- 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.
- 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:

- Complete all assigned duties efficiently, effectively and accurately.
- 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.
- Meet schedules and timelines.
- Serve as a liaison between County Office administrators and personnel, outside organizations or the public concerning assigned program.
- 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 minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

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

EXPERIENCE:

- Four years increasingly responsible experience working in field related to assigned program, function or instructional area.
- School administration or supervision working in the field related to assigned program preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Clear California Teaching/Service 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: 07/01/2021