



**COORDINATOR I  
EDUCATIONAL TECHNOLOGY AND CALIFORNIA STREAMING**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Director of Curriculum, Instruction and Accountability

**ESSENTIAL FUNCTIONS:**

1. Provide support to Kern County Districts in all areas of educational technology; this may include, but is not limited to: site visits, training of trainers, providing resources for integrating technology into instruction, and assisting in preparation of Tech Plans.
2. Design and deliver a range of presentations and workshops that support educational technology.
3. Serve on KCSOS committees; attend county office meetings and events, including participation in CIA department meetings & needs.
4. Analyze, assess, and interpret needs assessment and evaluation data to assist with program development and improved results for Kern districts.
5. Work closely with KCSOS IT department as needed.
6. Supervise and assist in evaluations of assigned staff.
7. Provide leadership to school district administrators in the area of education technology (specifically California Streaming), as well as the integration and use of educational television and media resources, including scheduling, creating and presenting workshops on the use of multiple-platform instructional media in the classroom.
8. Responsible for all aspects of media contracts and services agreements with public and private sector agencies at the local, state and regional levels which involve and promote the use of instructional technology in the classroom.
9. Supervise the maintenance of content and users within a media delivery system, including performing all registration duties pertaining to subscribing district personnel and trouble-shooting all issues associated with users in subscribing Kern school districts, as well as user issues statewide.
10. Serve as office representative to California County Educational Technology Consortium (CCETE).
11. Keep accurate records and contracts required by the program.
12. Serve as consultant to Communications and KETN regarding curriculum-and instructional-based content

13. Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **A. Personal Qualifications:**

1. Knowledge of California Education Code; California Administrative Code; policies rules and regulations of the Office.
2. Knowledge of effective management and administrative techniques regarding planning, budgeting, program implementation and modification, purchasing, and contract administration.
3. Knowledge of adult learning theory and effective methods of professional development.
4. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in educational technology and other aspects of PreK-12 education.
5. Possession of a private vehicle, valid California driver's license and current automobile insurance with at least minimum coverage for public liability and property damage.
6. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

### **B. Professional Qualifications:**

1. Ability to communicate effectively both orally and in writing, as well as use technology as a communication tool.
2. Ability to interact, question and maintain open dialogues with internal and external clients to ensure an understanding of needs.
3. Ability to work effectively with KCSOS staff, statewide partners, districts and individuals.
4. Ability to promote designated programs to school sites and administrators.
5. Ability to monitor a project/program budget.
6. Ability to design, develop and facilitate effective training programs.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

## **TRAINING AND/OR CREDENTIALS**

### **A. Education:**

1. Must hold a Master's Degree earned at an accredited college or university.

2. Must possess and maintain a valid California teaching credential, Multiple Subjects preferred.
3. Must hold appropriate administrative credential.

B. Experience:

1. Four or more years of teaching.
2. Proven expertise in technology

TS: gs

7/17/15

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