



CONTENT COORDINATOR - ACADEMIC TECHNOLOGY

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Work with site and district administrators to help;
 - a. Support/consult on curriculum development, and technology integration in instruction of the State Standards.
 - b. Plan, organize and promote various activities necessary for the integration of technology in both instruction and student learning.
2. Serve as a resource by developing, facilitating and providing training to employees of schools districts and the county office in the area of tech integration across SAMR levels (substitution, augmentation, modification, and redefinition).
3. Act as an advocate for appropriate technology use and digital citizenship.
4. Examine county and district data on a continual basis to discover trends and to determine and provide targeted professional development.
5. Coordinate, conduct and attend professional development workshops and conferences.
6. Stay current on research and trends in best supporting instruction and student learning with technology tools.
7. Provide leadership for all aspects concerning academic technology use.
8. Represent the county office at professional meetings.
9. Collaborate with professional and community committees, work groups and organizations to promote improved educational practices involving technology.
10. Develop, coordinate and administer county-wide activities which promote student interests and competence with technology as a tool for thinking, learning, and creativity.
11. Serve as a consultant, as needed, to various departments regarding curriculum and instruction based content.

12. Supervise the maintenance of the content and users within a media delivery system including performing the registration duties pertaining to subscribing district personnel and troubleshooting all issues associated with users in subscribing Kern school districts as well as users statewide.
13. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Effectively communicate knowledge of and ability to stay abreast of current trends, innovations and practices in elementary and secondary education with an emphasis on Educational Technology.
2. Interpersonal skills and abilities necessary to work and communicate with people and groups effectively and cooperatively.
3. Skills to manage the work, set priorities, and evaluate progress toward outcomes.
4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
5. 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. A command of knowledge around best tools and support for instruction using academic technology and a capacity for training others and expanding use.
2. Interest in instruction and curriculum development as evidenced by prior professional experiences. Candidate must be well versed in State Standards and how academic technology will best support instruction.
3. Capacity to be a skillful clinical observer and diagnostician in curriculum and instruction practices.
4. Possession of a broad range of pedagogical skills.
5. Ability to make decisions based on sound educational philosophy.
6. Ability to establish professional working relationships and build rapport with individuals and groups.
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. Administrative Services Credential (or be eligible for an administrative preliminary, intern, or waiver credential and obtain and maintain that credential upon receiving a job offer).
2. Master's degree earned at an accredited college or university.
3. California teaching credential(s).
4. Authorization for teach English Language Learners.

B. Experience:

1. Successful experience in classroom teaching.
2. Successful experience in a supervision role at a school site or district/county office preferred.
3. Leadership in providing students, teachers and administrators with the skills and knowledge for effective design, implementation and evaluation of instruction programs, specifically involving academic technology.
4. Experience in curriculum development specializing in technology integration.
5. Experience and study which indicate knowledge of Academic Technology principles, theory, and best practices.

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Formerly Coordinator III – Academic Technology 2024