

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Coordinator, CTAP

DEFINITION

Under direction plans, organizes, facilitates, and promotes educational technology activities for the development and benefit of school districts and County Offices in Region 3. Performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director I, Educational Technology and Learning Resources

SUPERVISION OVER

Technical and clerical personnel as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Supports the information and learning resources library for the California Technology Assistance Program (CTAP) staff development center; identifies educational technology products, programs, and practices to support classroom teachers and library media teachers in k-12 schools; develops and presents training modules using the new educational technology products including voice, video, and data; conducts assessment of training needs and evaluates effectiveness of training programs; develops documentation of center resources in both print and electronic catalogues; identifies exemplary programs and practices for review and evaluation; develops criteria for both print and non-print evaluation; creates an information dissemination system for Region 3 educational institutions and business, community, and professional associations; works with the Tech Colleagues program during summer institutes and during the school year in the Instructional Technology Center; plans and meets with educators on upgrading school library media centers throughout Region 3; collaborates with other department staff for workshops, services, and activities which support information and learning resources.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a valid California teaching credential; Library Media teaching credential or Master in Library Science is desirable. Successful teaching experience at the elementary and/or secondary level; experience working in a school library is desirable.

Knowledge of

Curriculum development for K-12; effective staff development; technology program, resources, products, and practices that support classroom and media teachers in K-12 schools

Skill and Ability to

Develop and present training programs to school site staff; develop goals, set priorities, monitor expenditures, and evaluate programs; communicate effectively in developing and maintaining positive working relationships with individuals and groups; learn about new technology and adapt to changes in technology.

Approved July 1999