

## SACRAMENTO COUNTY OFFICE OF EDUCATION

### **CLASSIFICATION TITLE: Coordinator, Educational Technology and Digital Learning**

#### **DEFINITION**

Under general supervision, plans, organizes, coordinates, and implements services related to educational technology and digital learning, including curriculum and program development, professional learning, and technology implementation with emphasis on equitable student achievement and accelerating student learning for Sacramento County Office of Education (SCOE) students. Provides guidance and support to schools and districts countywide in the implementation of educational technology. Performs other related duties as assigned.

#### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

#### **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.)

#### **Training and Professional Learning**

Plans, organizes, and coordinates professional learning for educators related to digital learning and technology integration; facilitates related communities of practice, workshops, and customized services for schools and districts; coaches educators on the use and application of technology in interpreting qualitative and quantitative data to inform their decisions and support individual student learning; models lessons in the classroom; provides technical assistance related to the implementation and use of educational technology; develops curriculum and resources in educational technology integration; adheres to and promotes compliance with federal and state laws regarding management of personal data, digital identity, and student data privacy.

#### **Program Support**

Provides guidance and support to schools and districts countywide in the implementation of educational technology, including support of digital platforms, virtual environments, and active learning spaces, collaborates with county office Technology Department to support technology use and integration within SCOE and in districts across the county; promotes adherence to best practices and County Office guidelines and protocols related to the implementation of technology in SCOE classrooms; coordinates with local and regional educational and non-government agencies to develop a comprehensive educational technology plan to support districts, schools, and teachers in preparing students to implement the International Society for Technology in Education (ISTE) standards for students; facilitates development of the County Office's educational technology plan; assists schools and districts in the development of their educational technology plans and provides guidance to support attainment of their implementation goals; facilitates conversations around educational technology and change management; evaluates current and potential digital tools and systems; supports and collaborates with regional partners on the implementation of emerging initiatives including Maker Spaces and the development of eSports teams; assists in the identification of funding opportunities and prepares proposals and applications; implements and administers grants and initiatives, assuring compliance with funding and reporting requirements; develops and maintains contracts as required; collects program data and prepares reports and maintains records related to assigned activities; collaborates with SCOE departments on related work.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Possession of a valid California teaching credential based on bachelor's degree and teacher preparation program; demonstrated successful experience developing and implementing digital learning and educational technology programs at a county office of education, district, or school and in implementing ISTE standards to support in-person and remote learning. Desired experience includes coaching and mentoring, delivering professional learning to educators, developing asynchronous professional learning materials, and grant development and implementation. Educational technology certifications from providers such as Google, Microsoft, and ISTE are desired.

### **Knowledge of:**

Educational technology and resources; guidelines and best practices related to the integration and use of technology in the delivery of instruction; ISTE Standards; State Content Standards and Curriculum Frameworks; principles and best practices related to educational data collection and data-driven decision making; research-based practices in the areas of curriculum and instructional design, planning, development, and implementation of effective instructional programs; effective instructional practices to meet the educational needs of a culturally and linguistically diverse student population; strategies to increase equity and access for all students principles of professional development and training; emerging technology for the delivery of instruction; principles of change management; and pertinent policies, protocols, State and Federal laws and regulations; standard software applications and video-conferencing platforms;

### **Skill and Ability to:**

Plan, develop, and implement curriculum, instructional services, and professional development strategies; plan, develop, deliver, and coordinate staff development activities and training programs; develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate the progress of projects and programs toward achievement; make decisions on a variety of complex matters; model strong interpersonal skills necessary to work collaboratively and effectively with individuals and groups from diverse backgrounds; facilitate communities of practice and change initiatives; manage projects and work at various locations; organize work to meet strict deadlines; collect and analyze data; communicate effectively in both oral and written forms and transmit knowledge and skills to others; establish and maintain cooperative working relationships with staff, partners, grantors and other clients; design and develop funding proposals and grant applications; manage grant implementation, budgets, and reporting; maintain required records; integrate the use of technology to enhance job performance; supervise and manage the work activities of assigned staff; develop and document processes and procedures; and maintain current knowledge of developments related to educational technology practices and resources.

### **Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed and willingness to travel within the state as required.

11/2021