

# **Sacramento County Office of Education Job Description**

## **Classification Title: Coordinator, OTAN Technology Projects**

### **DEFINITION**

Under general direction, plans, coordinates and manages projects and activities related to the Outreach and Technical Assistance Network (OTAN) contract objectives that support the utilization of instructional technology by California adult education providers; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Director I, OTAN

### **SUPERVISION OVER**

Professional, clerical and technical 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 that may be found in positions within this classification.)

Plans, coordinates and implements procedures to facilitate the development of technology plans for local adult schools; plans, coordinates and manages technical assistance and professional development activities; manages the training and support of technology mentors, including locating and training mentors, managing the application process, overseeing the planning and delivery of training and coordinating data collection and reporting; acts as chair for team planning meetings; facilitates the development of the video library of exemplary classroom integration of instructional technology, lesson plans, and programs of excellence, including identifying sites, planning taping sessions, overseeing the editing process, participating in and conducting interviews; assists with the development of online resources and coursework; prepares proposals, reports, flyers and other related information for Web sites; makes presentations at professional conferences.

### **MINIMUM QUALIFICATIONS**

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

Possession of a valid California teaching or administrative services credential and a Bachelor's degree in education, instructional technology or related field. A Master's degree is preferred. Current experience working with new and emerging technologies; experience teaching and managing adult education programs preferred.

#### **Knowledge of:**

Adult learning theory, principles of organization and project management; technology planning; online instruction; personal computer hardware, and software used for word processing, spreadsheets, graphics, presentations, instruction and communications; video development for instruction and staff development.

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

Plan, coordinate and manage technical assistance and professional development activities; develop measurable goals and objectives and evaluate progress toward achievement; set priorities and make decisions on a variety of complex matters; organize work to meet strict deadlines; communicate effectively in both oral and written forms; interact with clients and users in non-technical, clear terms; establish and maintain cooperative working relationships with clients and staff.

#### **Other Characteristics**

Possession of a valid California driver's license and willingness to travel.

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