



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Coordinator, Educational Technology

**Class Code: 1291
Work Days: 210**

GENERAL PURPOSE

Supervise, assign, review, and participate in the work of staff responsible for providing technology and media services within the Instructional Services Unit; perform a variety of technical tasks relative to assigned area of responsibility, and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over supervisory and technical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
2. Coordinate logistics of California Technology Assistance Project (CTAP) including planning, budget, and reports in collaboration with Administrator and team.
3. Act as a Liaison to CTAP Grants Management Committee.
4. Develop and evaluate training workshops related to technology for county school districts and in-house personnel; implement the latest technologies available into workshops and adapt program to meet the growing field.
5. Provide technology support and computer training for staff members and county school district personnel; conduct staff development and training workshops as necessary to update staff on latest technologies as they relate to education.
6. Promote the needs of the technology center; develop new business partnerships and establish good public relations with private industries to ensure modern enhancements to available technological information within the center.
7. Provide technology support to school district sites for restructuring/long range planning and integrated technologies.
8. Develop and participate in continuing the planning of the Long Range Technology Plan for the Orange County Department of Education.
9. Participate in development of grants as they relate to technology for staff and districts.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

10. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
11. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
12. Plan, prioritize, assign, and review the work of staff responsible for providing Human Resources services; prepare work schedules for appropriate staff.
13. Assist management, technical personnel, and representatives from outside agencies in developing effective concepts for technology presentations.
14. Represent the Orange County Department of Education at a variety of meetings and activities involving statewide distance learning and long range technology planning.
15. Develop customized software applications and course work training for specific sites as needed.
16. Coordinate projects and programs in support of technology use, facilitation, and integration.
17. Participate in the preparation and administration of the program budget for assigned area; submit budget recommendations; monitor expenditures.
18. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for the technology program; maintain and file various reports; prepare statistical reports as required.
19. Demonstrate attendance sufficient to complete the duties of the position as required.
20. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Basic operations, services, and activities of a technology program.
2. Principles of effective supervision, leadership, training, coaching and performance evaluation.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Modern principles and practices of technology program development and implementation.
5. Current research and trends relative to effective use of technology in educational programs.
6. Basic procedures, methods, and techniques of budget preparation and control.
7. Pertinent federal, state, and local laws, codes, and safety regulations.
8. Technology planning at the school, district, county, and state levels.
9. Recent developments, current literature, and sources of information related to technology planning and administration.
10. Marketing theories, principles, and practices and their application to a wide variety of technology services.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Understand and interpret pertinent State Education and Administrative codes, policies, and procedures.
4. Prepare and administer program budgets; allocate limited resources in a cost effective manner.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Master's degree from an accredited college or university with major course work in education including specialized training in technology services, and four years of responsible educational experience including two years of administrative service in a public school setting including experience with technology.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is moderately paced with moderate to high pressure.

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