Job Title:	Instructional Technology Coordinator	Job Category:	Certified
Department/Group:	Technology Department	Term of Contract:	12 months (240 days)
Location:	Central Office	Travel Required:	Yes
Level/Salary Range:	See Salary Schedule	Position Type:	Full Time

Reports to:	Technology Director

Job Description:
To lead the design, implementation, and championing of customized and innovative student learning experiences aligned to the district's strategic plan. The Instructional Technology Coordinator will oversee the staff development opportunities to meet the diverse learning needs of staff as it relates to integrating technology into academic programming.

Responsibilities
* District lead for academic technology innovation, instructional technology, virtual learning, and assessment
* Provides high-quality training and professional development to teachers and other school-based faculty to effectively integrate instructional technology into the classrooms, refine knowledge and skills, implement project-based learning, and ensure proper use of all applicable programs
* Remains current in new and emerging technologies and uses of technology in local schools, in the state, and in other schools across the country through research and by attending conferences/workshops/classes
* Plans and implements technology-enriched workshops after school, during department /grade level meetings, and/or during the summer
* Encourages teachers in the creative use of instructional technology through lesson plans and teaching practices to contribute to students' technological skill development
* Provides guidance to educators at the school level to confirm school instructional technology plans align with the district-wide technology plan
* Assists staff with instructional technology selections and usage
* Provides technical support and training to all schools as needed
* Supports and assists in the implementation of technology initiatives
* District lead for Cyber Security training for faculty and staff
* District lead for Multi Factor Authentication across platforms

* Responsible for monitoring and reviewing Antivirus and Firewall reports
* Exhibits good communication, organization, leadership, and decision-making skills
* Maintains a high level of confidentiality
* Be regular and punctual in attendance and promptly comply in carrying out the duties of the position
* Be familiar with and follow Board of Education policies
* Performs other duties as assigned by the Technology Director or Superintendent

Working Environment

The usual and customary methods of performing the job's functions require the following: physical strength, mental health, agility, dexterity, acuity, and mobility to perform job responsibilities; the ability to lift 50 pounds, possess full range of motion. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience

* Minimum of three (3) years of experience in a position directing technology initiatives
* Minimum five years of teaching experience
* Instructional Technology micro-credentials are preferred, such as ALET's Technology Integration Coach (AL-TIC) or CoSN's Certified Educational Technology Leader (CETL) or ISTE's Certified Educator, or Google's Certified Educator
* Experience teaching Alabama Digital Literacy and Computer Science standards preferred
* Experience with implementing and sustaining virtual education platforms (Google Classroom, Schoology, etc.)

Qualifications

* Positive interpersonal skills with strong leadership skills and experience in training others.
* Good technical reading, writing, oral and written communication skills.
* Excellent computer skills with experience in coordinating and implementing educational programs utilizing technology.
* Possession of a valid driver's license and own vehicle with appropriate insurance; ability and willingness to travel within the system on work assignments and to work additional hours during the week and/or weekend, if required.

Education: Must meet one or more of the following minimal standards

* Valid Alabama Teacher Certificate with endorsements
* Hold Master's degree in appropriate field such as Instructional Technology
* Such alternative or additional qualifications as the Board may find appropriate and acceptable.