



COORDINATOR IV: EDUCATIONAL TECHNOLOGY

DEFINITION:

Under the supervision of the Director, Educational Technology, the Coordinator will provide leadership and collaborative support for education technology programs and professional learning for all certificated and classified staff. This role will include the management of leadership and mentor programs; the development and implementation of professional learning content across content areas and departments that intersect with educational technology; and the ongoing support and training of other certificated staff to develop and present professional learning. The Coordinator will work closely with IT, Curriculum and Instruction, Student Services, Special Education, and Induction departments to understand and support the needs of educators and to use educational technology to enhance teaching and learning outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Support and coordinate strategic planning efforts for the district and school sites to ensure program quality, continuous improvement, and student achievement
- Provide leadership and support in district-wide professional learning as needed
- Lead and sustain the EdTech Mentor Program, encompassing the professional development of teacher leaders, managing ongoing communication and outreach, and executing the annual planning and oversight of all program operations.
- Provide direct oversight and guidance to the Educational Technology Teacher on Special Assignment (TOSA) team, ensuring alignment with district strategic goals and effective implementation of EdTech initiatives.
- Collaborate closely with educational technology support personnel and stakeholders to ensure consistent application of platform knowledge and pedagogical use cases, enabling them to effectively support, troubleshoot, and maximize the utility of diverse EdTech tools across the teaching and learning environment.
- Identify and analyze best practices for educational technology use within the teaching and learning cycles
- Provide coaching and explicit training to other developers and providers of district training to ensure continuous improvement of professional learning offerings
- Provide training to certificated and classified staff in the use of educational technology
- Develop and produce highly effective professional learning support materials such as presentation slides, video, handouts, advertisements, and organizers
- Upload and maintain professional learning modules, learning objects, and events within the professional learning platform (Compass or equivalent)
- Provide training to district administrators and administrative support staff in the use of educational technology
- Participate in district, regional, and national training
- Perform other responsibilities and duties as assigned

QUALIFICATIONS GUIDE:

Knowledge of:

- Knowledge of effective adult learning techniques and strategies
- Experience in developing live in-person professional learning, live virtual professional learning, and asynchronous virtual professional learning
- Expertise in providing and presenting highly effective professional learning in both the live and virtual settings
- Expertise and experience in video creation, video editing, and video production

- Expertise in production programs such as Camtasia, Screencastify, Adobe Spark, Canva, Powerpoint, Google Slides, etc.
- Knowledge of professional learning platform administration (Compass or equivalent)
- Knowledge of graphic design and formatting principles to ensure clarity of presentation materials and platform interface
- Maintain expert knowledge of diverse educational technology platforms (e.g., Learning Management Systems, assessment tools, multimedia/AI tools, etc.) and their pedagogical use cases to effectively select, implement, and support resources that directly enhance teaching and student learning outcomes.

Ability to:

- Communicate and collaborate effectively with diverse groups and audiences
- Ability to connect and engage audiences within the context of professional learning
- Promote flexibility and resiliency through thinking critically and creatively
- Communicate orally and in writing sufficiently to express ideas, thoughts, and instructions clearly to educational partners, staff, and the community
- Ability to work effectively with others, coordinate the work of multiple groups of people, meet schedules and deadlines
- Analyze complex situations and prepare response alternatives for consideration by decision-making groups

EDUCATION:

Master's Degree, or higher, from an accredited college or university

LICENSES/CREDENTIAL:

- Valid California Administrative Credential
- Possession of a valid California driver's license

TRAINING AND EXPERIENCE:

Experience: 5 years of teaching with a record of leadership in an educational setting

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; walk; use hands and fingers, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, stoop, kneel, or crouch, and reach with hands and arms. Driving to sites is a requirement of the position.

WORK ENVIRONMENT:

The environment and characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

11/2025