

SULLIVAN COUNTY SCHOOL DISTRICT

TITLE: Coordinator of Instructional Technology & Innovation **DATE:** October 20, 2020

REPORTS TO: Superintendent/
Technology Director **APPROVED BY:** Board of Education

STATUS:

JOB SUMMARY: Assist in providing professional leadership in staff development, instructional skills, problem solving, teambuilding, school/community relations, strategic planning, the development of the school vision and mission statements, and in providing a safe, orderly environment conducive to learning within the District. Provide overall leadership and coordination of the district's curriculum and instructional technology services for the district.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Work effectively with members of the administrative team to accomplish district goals and to promote a safe and orderly school environment.
2. The Coordinator of Curriculum and Instructional Technology will provide leadership and vision in the ongoing planning, implementation, development, direction and review of the district's curriculum and instructional technology services

Job Responsibilities:

- Ensure all students are offered an adequate academic program and assessment opportunity that prepares them for college and/or career success.
- Develop a strategic and tactical plan for implementing the Common Core State Standards including an aligned assessment system.
- Lead in the selection and adoption of the District K-12 curricula in conjunction with building principals.
- Maintain and monitor all student achievement data including annual assessment results, course grades, and benchmark assessment results.
- Address the complexity of moving the District's curriculum, instruction, assessment and technology programs from traditional practices to that of integrated, performance-based practices.
- Ensure that there is an appropriate and logical alignment between the District's academic program, curricula, assessment and the District, State and Federal accountability programs.
- Evaluate academic programming, curricula, and assessment decisions for effectiveness and revision, when necessary.
- Use multiple sources of data, including student performance data, to effect changes in curriculum, assessment, programs, teaching, as well as the attitudes of stakeholders about needed changes.
- Monitor and benchmark student performance data and progress at the school and district levels.
- Ensure that curricula, assessments, and academic programs are designed, appropriately implemented, evaluated and refined.
- Ensure that appropriate differentiation in curricula and instruction are available to students.
- Collaborate with instructional staff and teachers to develop curriculum materials and specific lesson plans that integrate technology.

- Conduct professional development in areas of technology integration.
- Collaborate with school leaders, faculty, and staff to provide leadership in the school's use of instructional technology resources to enhance learning.
- Represent the school district in meetings and conferences related to curriculum and instruction, assessment, and technology.
- Report periodically to the board on all curriculum, instruction, and assessment matters and all technology issues.
- Implement best practices related to technology use in the school program based on research, pilot programs, and state/national standards.
- Work with teachers and technology staff in the selection of resources that are compatible with the school technology infrastructure.
- Assist with planning the design of the technology infrastructure so that information resources are continually available to the school community.
- Collaborate with the district leaders, principals, teachers, media and technology staff, and students to evaluate and select resources addressing curricular needs and learning goals.
- Assist teachers with selecting appropriate IU training and conferences.
- Assist with grants related to curriculum and instruction.
- Serve on school/district committees as needed.
- Serve as the lead for the District's Curriculum, Instruction, and Technology Committee.
- Maintain current knowledge of new developments and trends in the technology field so that innovations and new equipment may be implemented as appropriate.
- Perform other duties as assigned by the superintendent.

QUALIFICATIONS:

Bachelor's Degree in Education
 Master's Degree in Curriculum and Instruction
 Experience with the integration of technology to enhance educational practices
 Minimum three years certified teaching experience
 Proper valid Pennsylvania teacher certification necessary
 Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
 Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
 Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
 Submission of Federal Criminal History Record in accordance with Act 114 of 2006
 Submission of the Arrest/Conviction Report and Certification Form as required under Act 24 of 2011
 Submission of the Child Abuse Recognition and Reporting Training certification form as required under Act 126 of 2012
 Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS:

Ability to reach above and below the waist
 Ability to use fingers to pick, feel and grasp objects
 Some stooping, bending and twisting of the body
 Ability to lift and/or carry supplies weighing no more than 40 lbs.
 Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday
 Ability to provide safe physical management or restraint of students, when necessary

- SENSORY ABILITIES:** Visual acuity
Auditory acuity
- WORK ENVIRONMENT:** Typical classroom environment
Subject to inside environmental conditions
- TEMPERAMENT:** Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Must be able to make judgments and work under high level of stress as it pertains to the job
- COGNITIVE ABILITY:** Ability to communicate effectively
Ability to organize tasks
Ability to hand multiple tasks within close time proximity
Ability to exercise good judgement
- SPECIFIC SKILLS:** Must possess computer skills
Must be able to communicate clearly with students, parents and other District employees
Must be able to think creatively and solve problems
Must have effective listening skills
Must demonstrate talent in the instruction of students with varied styles and levels of mastery
Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)