

The Certified Coordinator is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation, development, of the area of assignment. The Certified Coordinator will work closely with the Departmental Director and ensure that departmental programs are established and effectively carried out efficiently and effectively. The Certified Coordinator shall serve as the program area lead and serve as a key resource person for the implementation of programs assigned to their specific area. The Certified Coordinator reports to the Director of the Department and works collaboratively with other Certified Coordinators in the areas of Curriculum & Assessment, Instruction, Special Education, and Information Technology as well as other district administrators and coordinators in supporting school and student success.

**Chain of Command**

This position reports directly to the Director of Information Technology.

**Competencies of the Certified Technology Integration & Professional Development Coordinator**

The Certified Technology Integration Coordinator shall possess deep knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to Arizona Standards in their area of assignment. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across departments and schools.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

**Essential Duties of the Certified Technology Integration and Professional Development Coordinator**

- Work collaboratively with the Director of Information Technology, Director of Professional Growth & Development, Director of School Effectiveness, Director of Curriculum and Assessment department and other District staff on delivery and organization of the District information technology plan.
- Assist the Director of Information Technology in routine audits and evaluation of school- and department-based needs for the delivery and use of technology.
- Support the Director of Information Technology in the design and delivery of on-site school and department trainings.

- Plan, facilitate, and deliver professional development based on assessed integrated technology needs aligned with school improvement, District and school goals.
- Provide on-site support for all employee groups in their use and development of integrating technology, ensuring orientation of available technologies aligned to job responsibilities.
- Provide professional development and support for beginning teachers in the area of integrated technology.
- Create instructional materials, manuals and videos to support student and employee access and understanding of technologies available for learning and assessment.
- Research and implement emerging technologies and methodologies to ensure student and teacher utilization. Support the unpacking and implementation of Technology Standards and the integration with Arizona Standards.
- Support department staff in supporting and troubleshooting issues related to District software/hardware tools and systems.
- Support the process for selection, adoption and evaluation of district-wide curricula, resources/materials, assessments and programs to support teaching and learning.
- Ensure that all work is in compliance with District policy and applicable state and federal laws.
- Understand Board policies related to the areas of responsibility and cooperatively develop guidelines as needed.
- Serve as a contributing member on assigned committees.
- Serve as a liaison and have active involvement with professionals at the District and site levels.

#### **Essential Skills of the Certified Information Technology Integration Coordinator**

- Understanding technical language.
- Effective facilitation skills that support the delivery of differentiated learning opportunities.
- Knowledge and experience with Information Technology systems: Software, Hardware, and Components.
- Expert knowledge of MS Office suite.

#### **Minimum Qualifications**

M.A.Ed. in specialized area of assignment; or

Equivalent combination of education and experience to successfully perform the essential duties of the job listed above.

Valid Arizona Teaching Certification and five years of teaching experience

#### **Preferred Qualifications**

M.A.Ed. in Educational Technology and/or Curriculum and Instruction

#### **Date Revised**

4.28.2021