

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCATIONAL TECHNOLOGY COORDINATOR

REPORTS TO: Director, Educational Support Services
SUPERVISES: Has supervisory responsibilities

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize and direct educational technology operations and activities including COETV programming, educational website design and features and the streaming and distribution of instructional media and materials. Monitor and ensure SLOCOE's educational portal is a reliable and useful resource for instructional media, technology, and support to teachers and districts. Coordinate and direct personnel, communications and educational resources to meet community education needs and assure smooth and efficient educational technology activities. Supervise and evaluate the performance of assigned staff.

EDUCATION AND EXPERIENCE:

Required:

1. Bachelor's degree in information technology, communications or related field. One year of additional increasingly responsible and relevant experience may be substituted for one year of education towards the Bachelor's degree, up to a maximum of four years.
2. Three years' experience involving work with digital technology, video production and instructional media.
3. A valid California driver's license.
4. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. Previous relevant management experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Knowledge of practices, procedures and techniques involved in the management and production of video/ digital technology and instructional media.
2. Knowledge of applicable laws, codes, regulations, policies and procedures.
3. Knowledge of programming standards and instructional guidelines related to educational television broadcasts.
4. Knowledge of technology infrastructure needed to facilitate the delivery of digital resources and distance learning.
5. Knowledge of uses and practices of digital media and web-based instructional resources in an educational setting.
6. Knowledge of copyright laws and issues.
7. Knowledge of general principles, practices and procedures involved in website design and implementation.
8. Knowledge of curriculum interpretation and application.
9. Knowledge of policies and objectives of assigned programs and activities.
10. Knowledge of principles and practices of administration, supervision and training.
11. Knowledge of basic budget preparation and control.
12. Knowledge of public relations techniques.

ABILITY TO:

1. Ability to communicate effectively both orally and in writing.
2. Ability to interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
3. Ability to establish and maintain cooperative and effective working relationships with others.
4. Ability to operate a computer and assigned office equipment.
5. Ability to analyze situations accurately and adopt an effective course of action.
6. Ability to maintain current knowledge of technological advances.
7. Ability to demonstrate interpersonal skills with tact, patience and courtesy.
8. Ability to maintain regular and reliable attendance.
9. Ability to meet schedules and time lines.
10. Ability to work independently with little direction.
11. Ability to plan and organize work.
12. Ability to direct and participate in the preparation and maintenance of various records and reports.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

1. Plan, organize and direct educational technology operations and activities. Establish and maintain related time lines and priorities. Ensure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
2. Coordinate broadcast operations of COETV. Manage television station activities involved in providing educational programming to the community. Receive, monitor, develop and maintain the station's program schedule. Oversee video production and duplication, satellite download, DVD authoring and other digital media-related services in support of COETV programming.
3. Manage the development and maintenance of the educational technology portal website to assure smooth and continuous delivery of digital educational content to County schools and the community including online educational tools, streaming video, multi-media tutorials, news features and electronic resources. Coordinate related internet, intranet and network functions. Manage and update user accounts. Perform technical support for portal functions. Provide training and professional development on portal usage and functions. Confer with district staff to ensure content meets educational standards and curriculum needs. Pilot new portal material and solicit feedback to evaluate content effectiveness. Provide constructive input in evaluation of portal programs. Direct, analyze and evaluate program related data to ensure accessibility of technology resources to meet educational needs.
4. Oversee production of digital newsletters, video tutorials and various print production services for SLOCOE and outside agencies. Generate contracts, establish price points and manage billing and invoices for services. Design, implement, and maintain other websites and related systems as required.
5. Research, negotiate and recommend vendor contracts and purchases of instructional media and materials. Establish and maintain partnerships to facilitate and enhance support for educational technology resources and services. Research and obtain educational technology funding and grant opportunities from outside sources.
6. Coordinate educational technology resources, activities, communications and information between administrators, personnel, educational agencies and outside organizations. Assist in expanding the delivery of digital educational resources such as website services to areas outside the County. Direct marketing and promotional activities to expand portal and COETV customer base. Collaborate and share with COEs and other organizations to seek out resources, anticipate needs, align curricular standards, obtain group licensing, and preview potential new educational content.
7. Troubleshoot problems, install new software and maintain files. Update web pages and coordinate and conduct web-based training.

8. Coordinate and direct personnel, communications and educational resources to meet community education needs and assure smooth and efficient educational technology activities. Oversee the development and implementation of projects, plans, educational technology resources, programs, services, systems, goals and objectives. Ensure proper and timely resolution of related issues and conflicts.
9. Supervise and evaluate the performance of assigned personnel. Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. Assign employee duties and review work to assure compliance with established standards, requirements and procedures. Ensure employee understanding of established requirements.
10. Assist in the development and preparation of the educational technology budget. Review and evaluate budgetary and financial data. Monitor expenditures to assure they do not exceed established limitations.
11. Direct and participate in the preparation and maintenance of records and reports related to educational technology, plans, budgets, usage, progress, projects and assigned activities.
12. Communicate with personnel, administrators and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
13. Operate office equipment including computers, projectors, servers and specialized software. Drive a vehicle to conduct work.
14. Attend and conduct meetings. Prepare and deliver oral presentations concerning educational resources. Attend and represent SLOCOE's educational technology resources in various committees. Ensure current knowledge of technology advances within the educational field via research, workshops, listserves, etc.
15. Perform other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Seeing to read a variety of materials.
3. Sitting for extended periods of time.
4. Hearing and speaking to exchange information.
5. Physical agility to lift 20 lbs to shoulder height.
6. Lifting, carrying, pushing or pulling moderately heavy objects.

Grade Allocation: 35	Accountability of time: Director of Dept/Division
Adopted: 7/1/04	Tasks assigned by: Director of Dept/Division
Revised: 2/2018	Evaluated by: Director of Dept/Division
	Hiring authority: Director of Dept/Division