



**Chickasha Public Schools
Job Description**

Job Title: Educational Technology Coordinator

Qualifications: Bachelor's degree. Teacher certification as set by state certification authorities. Proof of proficiency in the use of educational/instructional technology best practices.

Reports To: Assistant Superintendent and Executive Director of Curriculum

Supervises: Site Technology Mentors

Assists: All teachers and administrators.

Performance Responsibilities:

District Leadership: Provides visionary leadership any instructional technology components of the CPS strategic plan. Supports the district leadership team's initiatives regarding virtual learning and technology integration and instructional goals and objectives for the district; provides continuous evaluation of progress toward achievements of these goals and objectives.

Virtual Learning and Technology Integration-

1. Assist virtual teachers and administrators with virtual instructional best practices.
2. Assist in the vetting and deploying of virtual learning instructional Content Management Systems and Learning Management Systems.
3. Supports the improvement of virtual learning and technology integration through the continuing evaluation and revision of courses of study; the development of new courses of study, development of district program guides, performance tasks, and local assessments.

Technology Professional Development-

1. Revisits curriculum and academic approaches to better integrate technology and seek out new and improved methods to positively influence the learning environment.
2. Directs, coordinates, implements, and evaluates district online instructional programs and platforms and professional development programs in accordance with state and federal laws.
3. Facilitate the necessary training and resources to ensure teacher competence related to technology integration and program implementation designed to meet the needs of all students

Other-

1. Recommends goals and objectives in the areas of virtual learning and technology integration, assists in the development of policies and procedures, administers policies and procedures related to responsibilities
2. Serves as the district liaison to various schools, the State Department of Education and various other agencies in relation to technology integration.

3. Responds to a variety of concerns, questions, and requests for information about district-wide programs and procedures, participates on a variety of committees and professional groups.
4. Provides support and professional development to site technology mentors.
5. Assists in the district accreditation process (when applicable).
6. Keeps abreast of current and proposed laws and legislation, research and trends related to assigned responsibilities.
7. Supports the development and implementation of a relevant, rigorous, and viable curriculum, PK-12, and regularly evaluates the district's commitment to provide educational opportunities and access for all students, irrespective of race, color, religious creed, ancestry, disability, gender, or national origin
8. Ensure that there is an appropriate and logical alignment between the district's academic program, curricula, technology, online programs, assessment, and the District, State and Federal accountability programs, ensure alignment with the district's strategic plan.
9. Use multiple sources of data, including student performance data, to affect change in online programs and the integration of technology in the classroom as well as the attitudes of stakeholders about needed changes.
10. Attend site PLC's.
11. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Number of days and compensation based upon board approved salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of certified personnel.