

CLARK COUNTY SCHOOL DISTRICT
Human Resources Unit

COORDINATOR III – TECHNOLOGY INTEGRATION SUPPORT

Reference Code: A897

Division: Instructional Design and Professional Learning

Classification: Licensed Administrator

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position serve as the person responsible for overseeing the Digital Learning Coach program within the Technology Integration Support model in the Clark County School District. This position is directly responsible to the Director, K-12 Mathematics and Instructional Technology, Instructional Design and Professional Learning Division, Innovative Teaching and Learning Unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assist with the implementation of the Technology Integration Support model.
2. Supervise, train, and support Digital Learning Coaches.
3. Work with School Associate Superintendents and school administrators to measure progress and reach technology integration goals within feeder alignments of schools.
4. Serve as a resource for site administrators and School Associate Superintendents as they make decisions regarding technology integration and blended learning.
5. Develop and implement a training program for Digital Learning Coaches.
6. Develop procedures and structures for coach activities, scheduling, feedback, and supervision.
7. Gather, evaluate, and disseminate research-based practices in educational technology.
8. Develop training materials and resources for use by coaches, administrators, and teachers when integrating technology into learning experiences based on Nevada Academic Content Standards.
9. Develop structures for collaboration between coaches and User Support Services personnel and supervisors.
10. Coordinate the sharing of information and collaborate with other District departments and divisions, site administrators, and coaches.
11. Document and disseminate information about the Technology Integration Support model.
12. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to work collaboratively with other administrators, licensed personnel, and support staff in schools, departments, and divisions in the Clark County School District.
2. Ability to plan, organize, coordinate, and document activities.
3. Effective presentation and staff development facilitation skills.
4. Strong written and oral communication skills.
5. Knowledge and understanding of educational technology.
6. Knowledge and understanding of blended learning.
7. Knowledge and understanding of school cultures and procedures.
8. Knowledge and understanding of District policies, regulations, procedures, and standards.
9. Ability to maintain confidentiality and ethical standards.
10. Understanding and sensitivity to the cultural diversity of the community as it relates to the affirmative action goals of the District.

POSITION REQUIREMENTS:

Education and Training:

An earned master's degree from a regionally-accredited college or university.

Licenses and Certifications:

Hold or be able to acquire, by time of appointment to the position, the appropriate Nevada school administrative endorsement.

Experience:

1. Previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school. (Five (5) years of successful licensed teaching experience in an accredited K-12 public or private school is strongly preferred.)
2. Successful performance in the position held at the time of application.

Preferred Qualifications:

1. Satisfactory service in supervisory or technology-related position within the last three (3) years.
2. Knowledge and training in leadership, management, and team building.
3. Master's degree related to instructional technology.
4. Experience with blended learning.
5. Experience with coaching and mentoring.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.