

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

POSITION: Coordinator, Instructional Technology and Assessment

**REPORTS TO: Director, Curriculum, Instruction and Assessment
Deputy Superintendent, Instructional Services**

WORK YEAR: 205 Days

SALARY: \$89,404 - \$103,964 (Title II Federal Funding)

POSITION PURPOSE:

The Coordinator, Instructional Technology and Assessment reports directly to the Director, Curriculum, Instruction and Assessment, who reports to the Deputy Superintendent, Instructional Services, as do the Director, Secondary Education, the Director, Elementary Education, the Director, Student Support Services and the Director, Special Education.

NATURE AND SCOPE:

Under the direction of the Director of Curriculum, Instruction and Assessment, the Coordinator of Instructional Technology and Assessment is responsible for the organization, coordination, design, implementation and assessment of programs, projects and events as assigned.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

- Assist in the planning, development, and coordination of the District's instructional technology program
- Support the integration of technology into the instructional program
- Serve as a K-12 resource person advising schools on software and hardware purchases, as it serves to supporting instruction
- Evaluate instructional hardware and software in conjunction with the Director of Technology Services and Director of Curriculum, Instruction, and Assessment
- Support the design and implementation of site-based instructional technology plans
- Conduct and/or coordinate district-wide training for staff, particularly in the areas of instructional technology, data, and assessment programs
- Prepare reports on student achievement specific to subject matter areas and assist site staff in responding to areas of need
- Disaggregate data to allow in depth analysis of site "sub-groups" as they pertain to student achievement progress requirements
- Evaluate and facilitate the implementation of the student assessment system
- Assist the Director of Curriculum, Instruction, and Assessment with district-wide assessment programs

- Perform other related duties as assigned

The major challenge of this position is to provide leadership, coordination, support, assurance and reinforcement for services for students that enhance the overall program as reflected in the mission statement of the District. To ensure that this challenge is met, keeping abreast of legal mandates, recent legislation, recent research literature and other information are essential and required.

The primary contacts for this position include the Director, Curriculum, Instruction and Assessment, Curriculum and Assessment staff, Director, District-level administrative staff, school administrative staff, school-site staff, services-related District advisory committees, staff providing direct services to students and county, state and federal officials.

CREDENTIAL(S) AND EXPERIENCE:

1. Credential(s):

- Teaching Credential
- Career Technical Education Teaching Credential
- Must possess a California Administrative Services or Administrative Services Intern Credential.

2. Typical Experience:

- Education and/or training which would provide an individual with the knowledge and skills necessary for competent job performance.
- An advanced degree in education with training or emphasis in the areas of technology, assessment and curriculum
- Prior certificated leadership experience with increasing levels of responsibility related to technology, assessment, curriculum, programming, and professional development.
- A minimum of five (5) years teaching experience.

PRINCIPAL ACCOUNTABILITIES:

1. Ensure the District complies with state and federal law and regulations relative to assessment areas.
2. Ensure, in cooperation with the Director, Curriculum, Instruction and Assessment, the Director, Elementary Education, the Director, Secondary Education, the Director, Student Support Services, and the Director, Special Education, the coordination and integration of technology and assessment services programs with the elementary and secondary education programs.
3. Ensure the development of specially funded projects and grants to assist and improve programs in the schools.
4. Ensure that appropriate staff development training is provided in classroom technology and assessments areas

5. Ensure that assessment records are maintained in an orderly manner, are kept confidential, and handled in accordance with state and federal law and regulations.
6. Ensure cooperation with other local community, county and state agencies in matters that require collaboration to better serve the needs of the students in the District.

KNOWLEDGE OF:

- Principles and practices of management
- Applicable laws, Education Codes, regulations, policies and procedures
- Budget preparation and control
- District organization, operations, policies and procedures

ABILITY TO:

- Plan and perform multiple activities
- Provide effective staff development in areas of assignment
- Provide support to teachers and principals
- Function as a positive, contributing member of an educational team
- Problem solve, communicate effectively in both oral and written formats, and facilitate the direction of personnel and programs
- Solicit and consider input, guide others, make independent judgments, keep and maintain accurate records, and meet deadlines

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table or in meetings of various configurations
- Ability to circulate for extended periods of time
- Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will be able to clearly understand normal conversation