

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, INNOVATIVE LEARNING & TECHNOLOGY INTEGRATION**

JOB SUMMARY:

Under the direction of the STEM Center Director and the Curriculum and Instruction Services Administrator: plan, organize, coordinate and implement services related to innovative learning & technology integration, with emphasis on the importance of equitable student achievement and success. Provide districts and schools with strategic leadership and support toward the growth of innovative learning approaches and technology integration in classrooms, digital platforms, virtual environments, and active learning spaces. Facilitate technical assistance with technology integration to enhance and improve student learning.

REQUIRED QUALIFICATIONS:

EDUCATION & EXPERIENCE:

- Master's degree in Instructional Technology, Education or related area
- Five or more years of successful experience as a teacher, administrator, and/or instructional technology related position

LICENSES & OTHER REQUIREMENTS:

- Valid Administrative Services Credential or meet the criteria and enrollment in a University program which grants the Administrative Intern Credential
- Valid California Driver's license

DESIRED QUALIFICATIONS

EXPERIENCE:

- Designing and facilitating in-person, blended and online professional development
- Thoughtfully integrating technology in teaching and learning
- As an effective school leader
- Developing and writing grants

ESSENTIAL DUTIES:

- Provide strategic leadership and professional development regarding innovative learning strategies and thoughtful technology integration in classrooms, digital platforms, virtual environments, and active learning spaces to support equitable access and improved student learning outcomes;
- Empower schools and districts to integrate maker-centered learning and 21st century skills such as critical thinking and digital literacy into their learning spaces, with a focus on supporting groups who are traditionally marginalized in STEM fields: girls, low-income students, and underrepresented students of color;
- Work to ensure equitable access to digital learning opportunities for all San Mateo County students to narrow the digital divide, the learning opportunity gap, and the resulting achievement gap in commitment toward excellence and equity in education, including improvement in achievement for students of color, students living in poverty and English learners;
- Participate in statewide networking and facilitate countywide networking of educational leaders working to utilize innovative learning strategies to improve student learning;
- Collaborate positively and effectively with Information Technology Services and related departments to support technology use and integration in SMCOE and across the county;
- Stay current with research that supports improved student learning outcomes and improved professional learning outcomes, including findings from the learning sciences;
- Model and promote management of personal data and digital identity and protect student data privacy, especially in compliance with federal and state laws;
- Actively participate in work-related processes in the STEM Center, Curriculum and Instruction Services, Instructional Services Division, and across SMCOE;

- Train and provide direction and guidance to assigned personnel as required; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested;
- Assist in the development and preparation of annual preliminary budgets for assigned subject or instructional area; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations;
- Participate in researching, writing, implementing and administering grants and other funding sources for assigned programs; assure compliance with requirements; prepare proposals and assist with developing and maintaining contracts as required;
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- How to use technology to create, adapt and personalize learning experiences that foster independent learning and accommodate learner differences and needs;
- Current research and emerging trends regarding improved student learning outcomes and effective technology integration;
- Practices, procedures and techniques involved in the development and facilitation of professional development;
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students and effective methods of instruction to effectively reach/teach all students;
- Local, state and federal standards and requirements related to technology in the educational setting;
- Oral and written communication skills that consistently display professionalism;
- Budget preparation and control;
- Interpersonal skills using tact, patience, and courtesy.

SKILLS AND ABILITY TO:

- Provide consultation and technical assistance concerning instructional technology and related content, standards, requirements, principles, practices, techniques and procedures;
- Maintain curiosity, creativity, and accountability, as well as a flexible mindset and an attitude of continuous learning;
- Establish and maintain cooperative and effective working relationships with others;
- Facilitate groups in planning, problem solving and decision-making;
- Resolve problems and conflicts effectively and in a timely manner;
- Operate computer, presentation equipment and software, office equipment, and other instructional technology at an advanced level;
- Meet schedules and time lines;
- Prepare and maintain various records, reports and files;
- Work independently with little direction;
- Plan and organize work.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor work environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.