

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COORDINATOR, Digital Learning

QUALIFICATIONS

- Bachelor's Degree required. Master's Degree or higher in Education with certification in Administration and Supervision or Educational Leadership preferred.
- Successful teaching experience preferred.
- Experience in design and delivery of learning programs that are innovative in their integration of technology.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida's State Standards and the ability to interpret and apply Florida laws, statutes, and State Board Rules as they relate to technology, instructional materials, K-12 professional development, curriculum and instruction, assessment, and student progression.
- Knowledge of professional development strategies and programs related to implementing digital curriculum and instructional technology.
- Knowledge of technology and computer applications as related to instructional integration in classrooms and for teacher and administrator professional development.
- Effective skills in oral and written communications.
- Skill in organization, time management, and the ability to plan, organize, and prioritize.
- Ability to communicate and to work cooperatively with personnel and the public.
- Ability to provide leadership to assigned personnel.

SUPERVISION

REPORTS TO	Director, Teaching and Learning
SUPERVISES	Assigned Teachers on Assignment and Support Staff

POSITION GOAL

To coordinate and provide leadership in implementing digital curriculum design that fully utilizes the power of technology in meeting the needs of current and future students.

To coordinate, promote, and provide leadership in the use of technology in all phases of the teaching and learning processes, enabling students to become active learners engaged in the acquisition, analysis, presentation and practical application of knowledge.

PERFORMANCE RESPONSIBILITIES

1. * Collaborate with the Elementary Curriculum Coordinator, Secondary Curriculum Coordinator, Coordinator of Professional Development, Coordinator of Instructional Resources, Teaching and Learning personnel, and other district departments to ensure a systemic and structured approach to curriculum, instruction, and professional development K-12.
2. * Collaborate with the Instructional Support division to develop a long-range plan for supporting and delivering the District's instructional technology and digital curriculum program.
3. * Collaborate with the ePathways staff to implement and support the ePathways plan and customized learning initiative including professional development and instructional technology support.
4. * Coordinate educational technology initiatives to support curriculum development and blended course initiatives.
5. * Coordinate the roll-out of technology platforms and devices (Tablets, PCs, Mobile Computing Devices, etc.) that support the District's vision for digital curriculum content and delivery in the 21st century.
6. * Coordinate procedures to ensure input from all appropriate levels of personnel involved with the implementation of digital curriculum and technology in the schools, including facilitating cross-departmental structures.

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7. * Coordinate with school and district-based peers to align instructional technology initiatives and digital curriculum implementation with school, district, state, and national initiatives, including on-line learning, blended courses, and related program/course development.
8. * Collaborate with the Facilities and Information Services departments in the development and evaluation of facility specifications, standards, and technology related furniture and equipment selection as it relates to implanting instructional technology and digital curriculum.
9. * Coordinate an annual needs assessment and gap analysis for the district regarding the implementation of digital curriculum and instructional technology practices.
10. * Maintain access to current digital curriculum and instructional technology best practices and disseminate information to other departments, school-based administrators and teachers.
11. * Complete mandated reports relating to areas of responsibility, including FDOE Educational Technology requests.
12. * Assist with the development of the District Technology Plan and coordinate the implementation of the instructional portions of the plan.
13. * Assist in the planning and development of instructional technology professional development, including planning for implementation of innovative practices and technology initiatives related to digital curriculum implementation and support for school-based technology teachers and leaders.
14. * Evaluate instructional technology process effectiveness, including support processes for school-based resources.
15. * Coordinate, supervise, and evaluate the job performance of assigned staff.
16. Perform other duties as assigned by the Director of Teaching and Learning.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-07-E \$71,237 - \$109,172

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 05
EEO-5 Line 08
Function Vary
Job Code 1479
Survey Code 63065

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 8, 2014
May 29, 2007

ADA Information Provided by Corbet Wilson
Position Description Prepared by Corbet Wilson