**School Name**

**TECHNOLOGY COORDINATOR**

Non-Classroom Assignment, Preparation Salary Table (0706)

(# Position)

Posting Date: XX/XX/20XX

Supports teachers in developing and delivering effective technology incorporated lessons to students. Acts as the school’s liaison and ensures the school-wide implementation of technology incorporated efforts. Collaborates will stakeholders in the design and implementation of 21st century learning challenges.

**Primary Duties/Responsibilities:**

* Models, co-teaches, and guides teachers in strategies to incorporate technology resources into their pedagogy.
* Develops and delivers lessons to students in a specific subject area.
* Coaches teachers in the expert use of instructional technology resources.
* Reviews and selects technology resources (hardware and software) that would be effective tools for specific learning objectives.
* Develops and fosters pilot teams to innovate new instructional technology initiatives (i.e., Chromebook teams, iPad pilot teams).
* Provides feedback and engages in collaborative discussion with teachers regarding District and state instructional technology initiatives (i.e., ISIS, Schoology, Common Core Technology Standards).
* Conducts regular audits of school-wide technological capacity and reports findings to administrators and other school site leaders.
* Assists with planning and implementation of school and district-based instructional technology initiatives, such as Blended Instruction, Smarter Balanced Assessment Consortium (SBAC) testing, Accelerated Reader, Read 180, Scholastic Reading Inventory, and Google Apps for the Classroom.
* Provides teacher professional development for Instructional Technology Initiative (ITI) resources and the pedagogical application of these tools in the classroom (i.e., Google Classroom, MyData, MiSIS, Schoology Pilot Program).
* Acts as liaison and maintains collaborative relationships with school site staff, primary vendors, and District support providers (i.e. Information Technology Division, ITI Branch).
* Researches and provides accurate assessment of both instructional technology needs and proposed solutions, and consults with and advises administrators regarding equipment and service vendors.
* Represents the school’s technology interest during meetings as needed, including Shared Decision Making (SDM), Shared Cost Center (SCC).
* Attends educational technology conferences and shares knowledge with school site administrators and instructional staff.
* Performs other duties as assigned in accordance with the District/UTLA agreement.

**Salary: Teacher Salary (T) Table; C Basis + Differential; 204 paid days, 8-hour onsite obligation**

* In the case of an annualized employee who is changing basis during the year, this change may result in an annualized “settlement” (i.e., the process by which the District resolves an under or overpayment).
* For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
* Selected individual may be subject to displacement due to budget limitations.

**Minimum Requirements: All minimum requirements must be met on or before the filing deadline. It is the applicant’s responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please call (213) 241-6520.**

* Five (5) years of successful full-time public school certificated service as a teacher
* A valid Clear California Multiple Subject or Single Subject Teaching Credential with a supplementary authorization in Computer Science
* English Learner Authorization

*Note: Applicants are advised that meeting the minimum stated requirements does not ensure an invitation to an interview.*

**Desirable Experience/Qualifications:**

* Knowledge of and ability to conduct peer coaching or mentoring for instructional staff.
* Knowledge of and ability to conduct plan, design and implement differentiated professional development.
* Knowledge of instructional methodologies and effective research-based strategies to promote achievement for diverse learners.
* Knowledge and experience with MyData, ISIS, MiSIS and other District reporting and tracking systems.
* Knowledge and expertise regarding 21st century learner research, technological advances, and academic scholarship (i.e., asynchronous learning communities, gamification).
* Ability to use technology and access data to inform instruction.
* Ability to compose and comprehend written communication.
* Ability to work collaboratively with teachers, parents and administrators.
* Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
* Poise, tact, good judgment, and commitment to the education of all students.

**District Information:**

* **Classroom Vacancies are District priority. In the event that the non-classroom position creates a classroom vacancy, the candidate will remain in the current position until it is backfilled.**
* **If there is an unfilled classroom vacancy at the school site at any time during the school year, the Non-Classroom incumbent may be temporarily reassigned to the classroom vacancy, until such position is filled by a provisional/credentialed employee (non-substitute).**
* **Position may require travel to sites and locations throughout the District.**

*Assignment Limitation: The Non-Classroom Assignment, Preparation Salary Table position and the person serving in the position are subject to annual review by the immediate supervisor, employees may serve in such positions for a maximum of five consecutive years.*

**Application Procedures:**

Interested applicants must submit the following:

1. Cover letter that describes qualifications for this position and successful experience in the following areas:
* Add supplemental area
* Add supplemental area
* Add supplemental area
1. Current resume (include LAUSD employee number)
2. List of three (3) references that includes your current and next most recent supervisor(s) with their contact information. References will be verified for all applicants who are finalists for the position.

**Submit application materials to:**

School Name

Attn: Name, Job Title

Street Address

City, State, Zip Code

Phone Number

Application materials may be sent electronically to \_\_\_\_\_\_@lausd.net. In the email subject line please indicate the following: “Time Sensitive – **Technology Coordinator** Application”.

**DEADLINE: Weekday, Month XX, 20XX - 5:00 P.M.**

**All application materials must be received by the filing deadline.**

**Materials sent by fax will not be accepted.**