

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Coordinator Instructional Materials And Technologies

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform specialized and administrative work in support of general Instruction and Curriculum Department functions. This is a responsible administrative position of coordinating the School District's Instructional Technologies, Online Curriculum Resources, Computer Assisted Instruction, Media Resources, and Instructional Materials Work includes directing and coordinating with respect to development, implementation and administration of the conceptual and technical phases of the management areas and management of enterprise solutions such as LMS, SIS, databases and other information systems. Work involves interaction with school employees, departments, principals, curriculum coordinators, media specialists, teachers, school groups and other governmental agencies and community contacts. Work is performed with considerable independence within established policies and is subject to the direction and review of the Executive Director of Teaching and Learning. An employee in this position must assume the responsibility to keep up-to-date professionally and continue professional growth in the areas of responsibility.

Knowledge of statutory and regulatory requirements in areas of responsibility. Knowledge of K-12 curriculum. Ability to plan and present information to the public. Ability to operate digital devices and audiovisual equipment. Ability to work cooperatively with other departments and agencies. Good interpersonal and communication skills. Ability to deliver professional development. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the district at state and regional functions.

Primary Duties:

Develop short and long range plans for conduct, growth, and improvement of department programs and services that will enhance the District's mission and vision via the use of technology.

Provides a link between district administration and school centers.

Previews, evaluates and recommends appropriate materials and equipment.

Assists members of the Teaching and Learning Department with the adoption of instructional materials, including communicating with publishers and supporting vendor demonstrations.

Coordinates and contributes to multimedia presentation/productions for the district including School Board meetings.

Responsible for the creation of student and staff accounts for district support curriculum or state programs that will bind to information system(s).

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Responsible for moving and maintaining all district supported curriculum into the single sign-on system.

Participates in state meetings regarding instructional materials and instructional technology in order to keep up-to-date with state initiatives and requirements and provide district leadership information regarding current trends, best practices, and issues related to the instructional materials process.

Assist in planning for the effective procurement, inventory, and distribution of instructional materials.

Assist in the coordination and logistics of districtwide assessments including state required assessments and locally developed assessments.

Coordinate the development of a locally created online assessment program including the development of item banks, subject specific assessments, and districtwide final exams.

Monitor the inventory of materials at schools in order to facilitate the sharing of resources.

Provides direction and coordination between departments and programs in the area of responsibility.

Assists with application for and coordination/implementation of grant funds, including necessary audit records.

Develop and coordinate staff training in the use of technologies in the classroom.

Recommend designs and equipment purchases for new-schools, remodeling projects, retrofit projects and individual school purchases of technologies.

Disseminate information to schools and staff on available resources.

Provide support to schools in use of technologies as integrated into the curriculum.

Perform related duties as assigned.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

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GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses advanced algebra working with exponents and logarithms or linear quadratic equations; analytic geometry; and/or statistics, applying mathematical operations to frequency distribution, reliability and validity, analysis of variance, or correlation techniques.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within

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or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety and health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Master’s degree from an accredited College or University.

Requires state of Florida teacher certification.

Certification in Educational Leadership is desirable.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Requires state of Florida teacher certification.

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Certification in Educational Leadership is desirable.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Extensive experience and knowledge in the use of technologies and communication skills.

Minimum of three (3) years of successful teaching and/or administrative experience in a public K-12 setting.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

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Reports To:

Executive Director, Teaching & Learning

Supervises:

None

PAY GRADE: From: CC-01 To: CC-57

Number of Months: 12 Number of Days: 254 Hours: 8.0

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 5/24/2016