

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Coordinator, Instructional Technology	<b>CLASSIFICATION:</b>	Certificated Management (UPE)
<b>SERIES:</b>	Coordinator III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9849	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>SALARY:</b>	Range 47 Salary Schedule B
<b>REPORTS TO:</b>	Assistant Superintendent, Curriculum and Instruction	<b>HR APPROVAL:</b>	8-15-22, 9-10-10
		<b>HR REVISION:</b>	10-21-14, 1-12-16
		<b>CABINET APPROVAL:</b>	8-5-22
		<b>BOARD APPROVAL:</b>	4-15-02
		<b>BOARD REVISION:</b>	6-24-02, 11-3-05

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**BASIC FUNCTION:**

Manage the continuous improvement of established courses/programs, as well as the implementation of new and emerging technologies in teaching and learning. Manage the Learning Management System and other technology infrastructures. Plan, organize, implement, and coordinate the overall structure of the education technology infrastructure to ensure all staff and students have uninterrupted and appropriate access to instructional programming in compliance with state regulations/policies.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities**



- Emerging trends as they apply to educational technology
- Terminology used in technology.
- Adult learning theory.
- Current trends in technology.
- Budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures.
- District organization, operations, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

**ABILITY TO:**

- Integrate technology in the instructional program.
- Revise and edit technology courses of study as a result of committee input.
- Provide instructional support in curriculum and staff development.
- Implement the Strategic Plan for Educational Technology, technology grants, and educational technology in the curriculum.
- Maintain current knowledge of technological advances in the educational field.
- Develop and conduct staff development training programs.
- Establish and maintain effective working relationships with others.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan, organize, and implement