

JOB DESCRIPTION



TITLE: Curriculum & Technology Integration Coordinator

REPORTS TO: Executive Director

FLSA STATUS: Exempt

SUMMARY: Under the direction of the LGCA Executive Director, assists LGCA clients in working together to build strong relationships with the administrators, curriculum directors and educators. A highly motivated, detail-oriented dynamic manager demonstrating success and competencies in curriculum, curriculum development, instructional technology, leadership, and evidence of student outcomes after teacher implementation of new technology within their teaching and instruction. Works diligently to solve challenges and empower educators to improve student outcomes by creating a learning environment where students are actively engaged in their learning.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Build a structured support department that works directly with schools to save time & money, and create technology tools that make it easy for everyone to develop and implement procedures to accomplish this.
2. Execute on implementation processes and procedures to ensure key timeframes are met
3. Set performance standards to meet support goals of LGCA. Lead LGCA to achieve increasingly high levels of satisfaction.
4. Ability to understand the customer needs and how they use LGCA Software offerings.
5. Work with the LGCA management team to provide feedback regarding common issues, response times, 100% resolution, product issues and/or customer concerns, etc.
6. Work with the LGCA management team to execute on implementation processes and procedures to ensure key timeframes are met.
7. Work with the LGCA management team to ensure on-time problem resolution and consistently high levels of schools satisfaction.
8. Coordinator between LGCA and district/school administration to integrate technology tools and curricular resource solutions.
9. Coordinate a steering committee of district/school administration to assist in identifying areas for training, development and implementation for current and future systems
10. Work with Higher Ed, Ed Tech, ESC and other organizations
11. Familiarity of State and Federal programs affecting the districts. (i.e. EMIS, online testing, 3rd grade guarantee, data analysis, Infinite Campus)
12. Understand and promote all LGCA Services (Student, ICoach –electronic resources–Technology tools-EMIS).
13. Monitor and ensure data accuracy and consistency of responses
14. Set performance standards to meet support goals of LGCA. Lead LGCA to achieve increasingly high levels of satisfaction in use of available tools to support district instruction and reporting student success.
15. Strong team player with excellent interpersonal skills and ability to collaborate both internally and externally to get things done and manage expectations in order to maintain positive relationships with school districts.
16. Demonstrate problem analysis and problem resolution methodology at a functional level.
17. Enjoys leading people and motivating others to be successful in an assertive manner
18. Productive and proactive communication. Work with customers and LGCA staff through email, phone, and face-to-face meetings.
19. Ability to manages multiple projects, documentation and strong organization skills
20. Secures membership in appropriate state organizations. Participates in regional and state INFOHIO seminars, conferences, and workshops. Serves as a liaison with organizations providing INFOHIO continuing education opportunities related to this position. Maintains compliance with continuing education requirements as prescribed by the Ohio Administrative Code.
21. Work with teachers and media specialist to incorporate digital content, gradebook, LMS, technologies in the classroom.
22. Performs all other duties as approved and assigned by the Executive Director.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Gathers and analyzes information skillfully; Works well in group problem solving situations.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.

Communication-Oral/Written - Listens without interrupting and gets clarification; Edits work for spelling and grammar. Ensures that regular consistent communication takes place where necessary internally and externally.

Team Work - Balances team and individual responsibilities; Contributes to building a positive team spirit.

Fiscally Responsible - Conserves organizational resources.

Ethics - Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities.

Innovation - Meets challenges with resourcefulness.

Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions.

Professionalism/Customer Service - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments; Responds promptly; Builds and maintains customer satisfaction with the products and services offered by the organization; Provides excellent service to internal and external customers.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Degree/Master's degree in teaching, public administration, technology integration or related field is required with a Master degree in related field preferred.

Experience in School Administration, Curriculum, and/or Classroom technology is desired.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Strong interpersonal communications skills are required.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge and experience of Database software, Adobe, Excel, Word, and Power Point. Use of computer, hardware and instructional equipment is required.

Certificates and Licenses:

No certifications are required. Certificates preferred: I-Coach, Mastering Fundamentals of Infinite Campus.

Supervisory Responsibilities:

Media and Classroom Technology Support Team.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to have dexterity of hands/fingers to operate a computer keyboard and other office equipment; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl.

Background Checks:

Must submit for a BCI/FBI criminal records check per ORC 3319.39.

Terms of Employment:

This is a full year position with salary and benefits as established by the Board of Directors.

Evaluation:

This position is annually evaluated by the Executive Director.

Disclaimer: The LGCA reserves the right to revise or change job duties and responsibilities as the need arises. The job description does not constitute a written or implied employment contract.