



Job Description

POSITION TITLE:	Coordinator I, Instructional Technology and Engineering Design Coordinator Science and STEM, Innovation & Integration Educational Services	#6120
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SALARY PLACEMENT:	Management Salary Schedule Range 11
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MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts Degree, a valid California Teacher Credential. Previous experience in program evaluation and data collection.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Three years of experience working with educational agencies, schools districts, colleges, and the community. Master's degree in a related field would be desirable. Experience with providing professional development related to technology and associated tools. Experience with the fundamentals of engineering would also be desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Possess experience with computer programming, robotics, laser cutting, Google Apps, video production, and comfort with Mac, PC, Chrome, and other computer platforms. In addition, experience with microcontrollers, and other related Maker tools would be desirable.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent for Educational Services and the Director of STEM, this position would be providing educational technology professional development at SJCOE and to regional school districts. In addition, provide programming at the SJCOE Engineering and Design Center and Delphi Robotics Laboratory for both teachers and students. The coordinator will also be responsible for seeking grant funding to expand the impact of the SJCOE EDC and Delphi Robotics Laboratory in the region.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Participate, coordinate, or conduct a variety of meetings related to Instructional Technology and Engineering Design including Maker tools and assist in any of the other areas of the Office of STEM as needed or assigned.
14. Develop and implement trainings, workshops, and/or conferences in order to share information and develop skills in both teachers and students in the aforementioned areas.
15. Develop and implement safety trainings and equipment certifications that will enable others to operate safely in the SJCOE Engineering and Design Center.
16. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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