



## **Fremont Union High School District**

**Position: Coordinator of the Bond Technology Program**

**Work Year: 246 Duty Days**

### **Summary of Basic Functions & Responsibilities**

Under general direction of the Academic Deputy Superintendent, in conjunction with the Chief Operations Officer or designee, plans, organizes, develops and implements a plan to upgrade technology throughout the district, with a focus on the educational aspects of technology.

This will be a full-time position funded under the Measure B – General Obligation Bond program for up to five years. Measure B calls for:

- Development and implementation of a plan to upgrade technology throughout the District
- The design and construction of new classrooms and learning spaces to support effective, high quality technology-supported instruction

### **Essential Duties & Responsibilities**

- Assess strengths and weaknesses with current technology programs and resources
- Review of site and District based computer/hardware replacement/upgrade plans and advise on revisions as necessary
- Evaluate current model of IT support, and make recommendations as necessary to improve efficiency and quality
- Develop guidelines and processes for the purchase of technology (hardware and software) to ensure greater consistency, the effectiveness of learning environments, and where possible, economies of scale
- Advise on design of new learning spaces to be built with Measure B Bond funds
- Advise on continued implementation and possible integration of systems/platforms such as Infinite Campus, School Loop, Naviance, and Cruncher
- Advise on use of cloud-based computing and integration with current systems and practices
- Chair a instructional technology advisory team that serves as the bridge between instructional and IT staff
- Work with Curriculum and Guidance Council to develop distance learning formats that maximize learning opportunities for students
- Support design and implementation of incubator classrooms and other collaborative spaces through which teachers can learn to match technology with student learning goals
- Draw on all of the work above to develop a District Master Plan for Technology
- Designing and implementing effective professional development for teachers and other key tech leaders including Library Media teachers, school based tech staff etc.
- Helping to integrate strategies for effective use of tech in instruction into existing professional development structures including teacher induction, district wide curriculum initiatives, school site plans and late-start days as appropriate
- Developing policies regarding technology use and use of social media by staff and students
- Developing and overseeing implementation of guidelines for students and families re: use of tech and social media

- Seeking and maintaining partnerships with high-tech companies that may benefit school and district goals

## **Qualifications**

### Knowledge and Skills:

- Effective instructional methodologies
- Computer knowledge of multiple platforms, i.e., Windows and OSX
- Wide range of instructional technologies
- Multiple educational software programs

### Abilities:

- Carry out the essential functions of the position with minimal supervision
- Accomplish departmental goals, objectives and annual performance plans as they are assigned to the position
- Understand and work effectively with people from other cultures.

### Education and Experience:

#### **REQUIRED:**

- Bachelor's Degree
- Experience working with educational technology in an academic setting

#### **DESIRABLE:**

- Master's Degree in Instructional Technology
- K-12 teaching experience
- Experience in planning and implementing professional development for educators

### Licenses and Other Requirements:

- Valid California driver's license.
- Fingerprint clearance from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).

### **Working Conditions:**

- Office environment