

# MONTEREY COUNTY OFFICE OF EDUCATION

## EDUCATIONAL ADMINISTRATOR EDUCATIONAL TECHNOLOGY

**CLASSIFICATION:** Certificated Management  
**SALARY LEVEL:** 78  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Chief Technology and Operations Officer, the Educational Administrator for Educational Technology is responsible for leading office initiatives related to the educational use of technology, including staff development activities and support services designed to promote a quality education for all students, which prepares them to successfully meet the challenges of life and reach their full potential as contributing members of society in the 21st century. This position will develop, deliver, and assess multi-modal technology training in support of MCOE staff and clients; work collaboratively to provide instructional leadership, administrative assistance, and support services to educational stakeholders designed to promote educational excellence. This position also provides leadership and guidance regarding federal and state legislation, policies and guidelines, with respect to technology and their impact on teaching and learning; provides technical assistance and consultation to schools and administers additional programs as directed by the Chief Technology and Operations Officer.

### **SUPERVISOR:**

Chief Technology and Operations Officer (providing input for evaluations to be completed by Assistant Superintendent of Educational Services)

### **POSITION(S) SUPERVISED:**

Management, certificated and classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Leads efforts to develop and sustain a robust technology professional development program utilizing online and classroom environments, designing, developing, delivering and assessing classroom, online, and blended professional development for MCOE staff and district personnel
- Provides support and guidance for key technology initiatives, including those mandated at the State level, and communicates with key office and district personnel regarding information pertaining to those programs

- Consults with superintendents, managers, principals and instructors in designing and implementing technology programs for students, teachers, and administrators at the school, district, county, and regional levels
- Provides leadership and guidance to districts/schools for integrating technology into curriculum for effective teaching and learning
- Assists districts with educational technology planning efforts and evaluation of infrastructure to ensure readiness for educational initiatives
- Actively works with school districts and local agencies in the process of planning, coordinating, evaluating and performing leadership functions which support effective use of technology
- Provides technical assistance regarding development and implementation of effective educational technology programs
- Assists school districts, ROP/Cs and schools in the implementation of technology-based career programs
- Creates effective communication networks to gather, access, and disseminate pertinent information, including research-based development
- Fosters collaborative partnerships between and among educational, business, and community groups and organizations
- Provides effective management, leadership, and communication in area(s) of assignment
- Facilitates effective utilization of and exploration of potential and available resources
- Develops, monitors and reviews the attainment of program goals and objectives at county and district levels
- Reviews and responds to department educational technology support needs
- Advises the organization on new technologies related to educational goals
- Support and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Represents the County Superintendent in supervision of general education programs in legal compliance matters
- Provides budgeting input and control with Senior Management and exercises initiative in developing resources to meet division objectives
- Complies with MCOE Board Policies and Administrative Regulations
- Serves on MCOE committees and State Department of Education statewide committees as assigned
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

**OTHER DUTIES:**

Performs other job-related duties as required

**PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 40 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason and define problems, establish facts, draw valid

conclusions, make valid judgments and decisions.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Master's degree from an accredited college or university with major course work in education, public administration or a related field
- Minimum of two (2) years of public school experience in supervision or administration
- Minimum of three (3) years of public school teaching experience
- Equivalent combination of education and experience that provides the required knowledge, skills, abilities and demonstrated competence in the leadership, administration, training and support of educational technology in 21<sup>st</sup> Century schools

### **Knowledge of:**

- Department and division practices, procedures, goals, and objectives
- Pertinent laws and regulations of the State Department of Education
- Current administrative operation of California Public Schools
- Curriculum design, planning, development, implementation, and evaluation
- Instructional design best practices related to classroom, online, and blended environments
- Relevant research, emerging developments and mandates in the field, including state frameworks and guidelines
- Essential elements entailed in coordinating and presenting effective professional development
- Desirable technology learning resources and equipment available for classroom use
- New and emerging instructional and communications technologies
- Staff development principles and strategies as they relate to educational technology in K-12 classrooms
- Development and implementation of effective methods for promoting 21<sup>st</sup> Century skills
- Statistical, research, and survey methods
- Principles and elements of writing/editing knowledgebase articles for non-technical staff
- Modern office practices and procedures
- Financial and statistical recordkeeping
- Information Technology Infrastructure Library (ITIL) framework

### **Skills and Abilities:**

- Use appropriate technology such as computers, digital cameras, videoconferencing devices, etc. at an instructional level
- Demonstrate effective instructional leadership as it relates to technology and the acquisition of 21<sup>st</sup> century skills
- Develop, implement, and analyze technology professional development for classified and credentialed staff members
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate
- Present material in a variety of means and modes including online, in-person, and written and with a variety of presentation tools
- Organize, implement and evaluate staff development programs with attention to detail and to the necessary follow-up procedures

- Interact with and maintain cooperative relationships with all levels of staff and the public
- Organize time to accommodate program activities and district requests
- Design and implement instructional programs which meet the needs of a culturally and linguistically diverse student population
- Interpret and explain policies and procedures
- Perform research, compile data, and prepare recommendations
- Independently compose correspondence, reports, and articles describing complex procedures or issues
- Prepare and deliver effective oral presentations
- Represent the department at meetings
- Coordinate the preparation of reports
- Maintain trouble ticketing database
- Communicate effectively in the English language both orally and in writing

**Desirable Qualifications:**

- Doctoral degree in a relevant field
- Knowledge of grant writing/application development process
- Experience teaching online professional development
- ITIL v3 certifications

**Licenses and Certifications:**

- California Administrative Services Credential
- California Driver's License with evidence of insurability