

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, TECHNOLOGY/CURRICULUM INTEGRATION

BASIC FUNCTION:

Under the direction of the Director III, Curriculum and Instruction, plan, organize and direct operations and activities involved in the research, analysis, procurement and integration of educational technology with K-8 instructional materials, curriculum and activities; coordinate and direct professional development activities, web portal development, resources, purchasing functions, communications and information to meet technology integration needs; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct operations and activities involved in the research, analysis, procurement and integration of educational technology with K-8 instructional materials, curriculum and activities; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct professional development activities, web portal development, resources, communications and information to meet technology integration needs; oversee the development and implementation of related projects, systems, programs, goals, objectives, plans, services and strategies; assure proper and timely resolution of related issues and conflicts.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign staff duties and review work to assure compliance with established standards, requirements and procedures.

Coordinate the purchase of educational technologies and related digital content; contact vendors to request quotations and negotiate pricing structure, contracts, specifications and other related issues as necessary; establish service packages with alternative resources and pricing structures; select free sources, and vendors according to price effectiveness, product quality and vendor reliability.

Design, develop and implement professional development and training activities concerning the integration of educational technologies and best practices for utilizing technology to enhance classroom activities and meet curriculum standards; prepare and deliver oral presentations; prepare and distribute related training and procedural documents for educational software applications.

Plan, organize and direct the updating of the Educational Web Portal; research, evaluate and procure appropriate educational content for use on the Web Portal; develop criteria for evaluation, determine teacher needs and select educational content for enhancing curriculum; collaborate with others in the design of strategies for implementing the Web Portal in classroom activities.

Direct and participate in the review and evaluation of K-8 textbooks and various other instructional

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materials to assure compliance with established legal and social standards and requirements; train volunteer reviewers concerning the review process; prepare citations in response to compliance issues and violations.

Serve as the County Office liaison to the Northern California Media & Technology Consortium (NCMTC); review, evaluate and recommend the purchase of related educational media; provide leadership for areas related to curriculum support and digital resources.

Provide consultation and technical expertise to staff, administrators, faculty, school districts and various outside agencies concerning educational technology; respond to inquiries and provide detailed and technical information concerning integration, curriculum, instructional materials, content, legislation, standards, requirements, laws, codes, regulations, policies and procedures.

Plan, organize and direct the operations and activities of the Learning Resources Display Center (LRDC), Professional Library and Software Library; assure proper adoption of related instructional content and materials; research and procure related materials to meet instructional and client needs; coordinate publisher fairs for K-12 funding sources and newly adopted instructional materials.

Monitor and evaluate instructional activities to determine effectiveness of educational technology integration; research, compile and analyze related data and information; develop and implement policies, training materials and procedures to enhance the effectiveness of educational technology.

Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to educational technology, curriculum, instructional materials, compliance, LRDC, purchases, budgets, contracts, Web Portal and assigned activities.

Develop and prepare the annual preliminary budgets for legal and social compliance functions and the NCMTC; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare, develop and maintain contracts.

Communicate with staff, administrators, faculty and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; collaborate with other Counties to enhance pricing structure for educational technologies and content as needed

Operate a variety of office and technology equipment including copiers, fax machines, computers, audio-visual devices, peripherals and specialized software; drive a vehicle to conduct work.

Keep current regarding educational technology; maintain current knowledge of laws, codes, regulations and legislature related to the integration of educational technology; modify programs, policies and procedures to assure compliance with State and federal requirements as appropriate.

Coordinate, attend and conduct a variety of meetings as directed; present materials and information related to curriculum and educational technology; attend and participate in various conferences, boards, committees, teams, trainings, councils, workshops and special events.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of operations and activities involved in the research, analysis, procurement and integration of educational technology with instructional materials, curriculum and activities.
Curriculum interpretation, application and integration with educational technologies.
Uses and practices of digital media and web-based instructional resources in an educational setting.
Practices, procedures and techniques involved in the design, development and implementation of professional development and training activities
Technical aspects of researching, comparing and purchasing services, supplies and equipment.
State and federal standards and requirements governing educational technology, textbooks and various other instructional resources.
Applicable, laws, codes, regulations, policies and procedures.
Policies and objectives of assigned programs and activities.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:

Plan, organize and direct operations and activities involved in the research, analysis, procurement and integration of educational technology with K-8 instructional materials, curriculum and activities.
Coordinate and direct professional development activities, web portal development, resources, purchasing functions, communications and information to meet technology integration needs.
Supervise and evaluate the performance of assigned personnel.
Coordinate and negotiate the purchase of educational technologies and related digital content.
Design, develop and implement professional development and training activities.
Research, evaluate and procure appropriate educational content for use on the Web Portal.
Direct and participate in the review and evaluation of K-8 textbooks and various other instructional materials to assure compliance with established legal and social standards and requirements.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Prepare and deliver oral presentations.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work
Direct and participate in the preparation and maintenance of various records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in education, computer science or related field

and three years increasingly responsible educational experience involving work with educational technology and related curriculum integration functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.