

**Regional Office of Education #9  
Champaign & Ford Counties**

**Job Description**

- TITLE:** Regional Educational Technology Coordinator
- DEPARTMENT:** Learning Technology Center
- QUALIFICATIONS:**
1. Possess a knowledge of current technology; instructional issues and trends; digital learning practices and resources; preK-12 instructional practices; preK-12 curriculum and state content standards and curriculum; ISTE technology content standards; and iNACOL blended and online learning standards.
  2. Knowledge of and experience in delivering professional learning/development.
  3. Minimum 5 years' experience as a Lead Classroom Teacher, Technology Coach, Educational Technology Coordinator/Director, Instructional Technology Coordinator/Director, Curriculum Coordinator/Director, or Library Media Specialist preferred.
  4. Strong verbal and written communicator with ability to convey complex messages through a variety of content formats across all levels of an organization.
  5. Excellent project management skills with the ability to coordinate both internal and external resources.
  6. Determined and results oriented individual with proven leadership experience.
  7. Bachelor's degree required. Master's degree in Educational Administration, Curriculum and Instruction, Educational Technology, Instructional Technology, Information Technology, or Library/Media Specialist or endorsement preferred.
- REPORTS TO:** Director, Learning Technology Center
- SUPERVISES:** Does not supervise any employees.
- JOB GOALS:** The Regional Educational Technology Coordinator develops and leads regional experiences, programs, and resources related to digital learning initiatives, professional learning opportunities, digital access, and technology infrastructure.
- PERFORMANCE RESPONSIBILITIES:**
1. Professional Learning
    - a. Facilitate regional meetings for technology staff, technology coaches/specialists, and teachers. Location and frequency of meetings will be determined in conjunction with stakeholders, and will occur no less than six times per year for each of the three target audience groups.
    - b. Facilitate monthly regional professional learning events for teachers, administrators, technology staff, and district personnel. Responsibilities include identifying technology presenters; arranging meals, venue, and vendors; promoting events; onsite support; and event reporting. Responsibilities may also include presenting.

- c. Conduct regular meetings, informational presentations, and communications with stakeholders to ensure successful dissemination, sharing and implementation of best practices.
  - d. Promote model schools and effective practices.
2. Technology Leadership and Support
- a. Provide leadership, expertise, and assistance to districts related to digital learning, technology integration, and technology infrastructure.
  - b. Collaborate across districts and organizations that support the adoption and implementation of services, programs, and resources that impact digital learning.
  - c. Assist statewide LTC staff with regional and statewide initiatives and activities.
3. Outreach and Communication
- a. Maintain strong relationships with K-12 technology staff, technology coaches/specialists, curriculum directors, and all regional stakeholders.
  - b. Actively participate and grow regional and state K-12 technology communities.
  - c. Collaborate with LTC staff and external partners to identify district and region needs concerning technology and digital learning.
4. Other
- a. Provide accurate reporting of activities to LTC Director and ISBE.
  - b. Perform other duties as assigned.

**TERMS OF EMPLOYMENT:** To be determined by the ROE9 Regional Superintendent

**EVALUATION:** To be completed by the Director of the Learning Technology Center in accordance with the policies and practices of the Regional Office of Education.

Created: 1/1/2018