

# Regional Office of Education #9 Champaign & Ford Counties

## Job Description

**TITLE:** Regional Educational Technology Coordinator (RETC)

**DEPARTMENT:** Learning Technology Center

- QUALIFICATIONS:**
1. **Knowledge.** Demonstrated knowledge of:
    1. educational technology trends and best practices,
    2. digital learning environments,
    3. instructional technology integration,
    4. AI in education,
    5. instructional design,
    6. and PK-12 instructional practices.Familiarity with frameworks and standards such as ISTE or related educational technology standards preferred.
  2. **Professional Learning & Facilitation.** Experience designing and delivering high-quality professional learning for educators, administrators, and/or technology staff. Ability to facilitate engaging presentations, workshops, meetings, and collaborative learning experiences for diverse audiences.
  3. **Leadership & Relationship Building.** Strong interpersonal and leadership skills with the ability to build relationships across school districts, educational organizations, and stakeholder groups. Demonstrates initiative, professionalism, adaptability, and a solution-oriented mindset.
  4. **Communication.** Excellent written, verbal, and presentation communication skills. Ability to communicate effectively with educators, district leaders, technical staff, and external partners..
  5. **Technical Skills.** Proficiency with Google Workspace, presentation tools, and common digital productivity platforms. Working knowledge of Microsoft and Apple ecosystems preferred. Experience with CRM, project management, or data systems such as Salesforce or Asana preferred.
  6. **Flexibility.** Willingness to travel 20-40% of the time to meet with school leaders, staff, or internal meetings.
  7. **Professional Experience.** 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.
  8. **Education.** Bachelor's degree required. Advanced degree in Educational Administration, Curriculum and Instruction, Educational Technology, Instructional Technology, Information Technology, or Library/Media Specialist or endorsement preferred.

Other qualifications as deemed necessary by the Regional Superintendent or the LTC Executive Director when necessary. Any of the above qualifications may be waived by the Regional Superintendent or the LTC Executive Director when necessary.

**REPORTS TO:** Lead Regional Educational Technology Coordinator, Learning Technology Center

**SUPERVISES:** Does not supervise any employees.

**JOB GOALS:** The Regional Educational Technology Coordinator provides strategic leadership, consulting, professional learning, and district support related to digital learning, instructional technology, educational technology systems, artificial intelligence, and educational innovation. The position supports regional and statewide initiatives that strengthen teaching, learning, and operational effectiveness through the thoughtful and effective use of technology.

**PERFORMANCE RESPONSIBILITIES:**

**1. District Support & Consulting**

- a. Provide strategic guidance, consulting, and support to school districts related to digital learning, instructional technology, educational technology systems, AI integration, technology planning, and instructional innovation.
- b. Support district leaders, educators, and technology staff in identifying needs, evaluating solutions, and implementing sustainable technology practices aligned with instructional and organizational goals.
- c. Collaborate with districts and educational organizations to support the adoption and implementation of programs, services, and resources that positively impact teaching, learning, and operations.
- d. Serve as a trusted regional resource for districts seeking guidance related to educational technology initiatives and emerging trends.

**2. Professional Learning & Regional Engagement**

- a. Design, coordinate, and facilitate regional and in-district professional learning opportunities for educators, administrators, instructional coaches, and technology staff.
- b. Facilitate regional networking meetings and collaborative learning opportunities for technology leaders, instructional technology staff, coaches, and educators.
- c. Coordinate and support regional events and initiatives, including presenter coordination, communication, logistics, vendor engagement, onsite support, and reporting.
- d. Promote effective, sustainable, and instructionally aligned uses of technology in schools and classrooms.

**3. Outreach and Communication**

- a. Develop and maintain collaborative relationships with district leaders, educators, technology personnel, and regional stakeholders.
- b. Participate in and contribute to regional and statewide educational technology networks, initiatives, and collaborative communities.
- c. Collaborate with LTC staff and external partners to identify district and regional needs related to digital learning, technology systems, instructional innovation, and professional learning.
- d. Represent the LTC in a professional manner that reflects the organization's mission, values, and statewide leadership role.

**4. Other**

- a. Identify, monitor, and support organizational and departmental goals aligned with LTC priorities and strategic initiatives.
- b. Support and lead special projects, statewide initiatives, and organizational activities as assigned.
- c. Maintain accurate documentation and reporting related to district support, professional learning activities, and organizational initiatives.
- d. Perform other duties as assigned.

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

**EVALUATION:** Performance will be evaluated by the Executive Director, Associate Executive Director, or Lead Regional Educational Technology Coordinator of the Learning Technology Center in accordance with the policies and practices of the Regional Office of Education.

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