

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Digital Learning Coordinator	
<i>Supervisor:</i> Executive Director of Technology	<i>Classification:</i> Exempt <i>Grade:</i> 5
<i>Days/Months:</i> 12 months (dependent on grant funding)	

General Responsibilities

The Digital Learning Coordinator is responsible for all aspects of the *Basic Training 1:1* grant planning and implementation. The Digital Learning Coordinator will work to further student, teacher, and administrator use and understanding of integrating technology tools, and strategies to enhance student learning and increase student engagement at five target elementary schools by:

- Integrating digital content to support early reading and math skill development in a 1:1 environment
- Supporting the integration of iPads as learning tools in classrooms and intervention settings
- Providing job-embedded professional development to classroom teachers and other instructional support staff
- Using digital content to increase student engagement through collaboration and communication
- Designing and developing age-appropriate digital learning experiences and assessments
- Using technology to promote student-centered learning environments
- Promoting and modeling digital citizenship and responsibility

Example of Duties

Appropriately and consistently communicates with district staff regarding the implementation of the *Basic Training 1:1* project.

Plans, organizes, and provides site-based training and leadership in the integration of iPads and applications in student-centered learning.

Provides coaching in the effective classroom management of a technology rich environment and models lessons with students in the classroom and in intervention settings.

Guides classroom teachers and instructional support staff in selecting and using appropriate technology to support content-specific learning objectives.

Facilitates and conducts workshops on digital learning resources and effective technology integration strategies for school staff and parents.

Models appropriate instructional strategies for integrating technology into instruction to make connections among curriculum, instruction, engagement, and learning.

Plans and manages all aspects of the *Basic Training 1:1* grant implementation.

Monitors and controls grant expenditures.

Responsible for grant compliance and program audits.

Prepares and submits grant reports and budget revisions in a timely manner.

Works collaboratively with the project's external evaluator.

Performs other job-related duties as assigned.

Equipment Used

A variety of emerging and current technologies used for instruction in the classroom, including iPads, apps, and online resources; word processing, e-mail, Internet browsers, and district-approved educational software.

Primary Working Contacts

Works closely with educators, building administrators, and administrative center staff, including strong coordination with technology and curriculum staff.

Supervision Received and Exercised

Works under the immediate supervision of the Executive Director of Technology. No supervision exercised.

Unusual Working Conditions

Travel among schools as assigned and as necessary. Some flexible hours will be required to support professional development. Attendance at evening and weekend meetings and events may be required.

Qualifications

Education/Certification: Must possess Bachelor's Degree in Education or related field; Alaska Teaching Certificate preferred.

Experience: Experience utilizing iPads for instruction required, with a focus at the primary grade levels. Experience required in designing and presenting technology workshops/classes to elementary teachers within the last two years. Experience in planning, implementing, and assessing the effective use of technology in the classroom. Experience in classroom management strategies incorporating the use of technology. Elementary teaching experience preferred. Experience managing grant-funded projects preferred.

Skills: Outstanding written and oral communication skills required. Advanced skills in the area of educational technology as evidenced by a digital portfolio. Budget management skills preferred.

Knowledge: Must possess a working knowledge of iPads and applications commonly used for classroom management and student learning. Must demonstrate an understanding of how students attain early literacy and numeracy skills as best supported through technology.

Abilities: Ability to successfully build and foster relationships with colleagues, administration, parents, and school communities required. Ability required to coach and motivate educators to increase integration of technology into instruction. Ability to develop, manage and monitor budgets preferred. Ability to interpret data and recommend digital resources that support student growth and learning required.