



JOB DESCRIPTION

EdTech & Innovative Learning Coordinator

SUMMARY

The EdTech & Innovative Learning Coordinator promotes the use of technologies to support student achievement in all TK-12 programs. The EdTech & Innovative Learning Coordinator provides leadership, staff development, and instructional support to all instructional and administrative staff. The EdTech & Innovative Learning Coordinator provides instructional staff with the essential support needed to complete technology-based instructional management and productivity functions. The EdTech & Innovative Learning Coordinator collaborates with appropriate instructional and technical staff to support, coordinate, and optimize the use of technology to support quality teaching and learning. This skilled professional works independently and collaboratively with colleagues and is consistently focused on the use of instructional technology as a means of accelerating, deepening, and expanding student achievement. The EdTech & Innovative Learning Coordinator provides job embedded and ongoing professional development with teachers and administrators in the area of educational technology. He/she facilitates staff learning, with regard to EdTech & Innovative Learning, with a particular focus on classroom-based applications that support instruction. The EdTech & Innovative Learning Coordinator is an exempt full-time position. In addition, an extended school year is required.

ESSENTIAL DUTIES

- Improve student learning through best practices of technology integration
 - Research emerging technology trends and instructional strategies to inform decision-making
 - Collaborate in the evaluation, selection and implementation of effective instructional technology materials and software
 - Develop and present school and district-wide professional development activities
 - Lead and coordinate team meetings with the site-based Technology Integration Coaches where appropriate
- Provide teacher training and support for all TK-12 campuses, both job-embedded and ongoing professional development for educational applications such as (Schoology, Destiny, Acellus, NROC, Discovery Education, Google Drive, etc.) and



- other educational technologies as adopted by the school, as well as with the integration of classroom devices such as iPads and Chromebooks
- Collaborate with teachers to create technology-infused lessons that meet the learning goals for subject-area and technology-learning objective
 - Provide supervision and direction to the Virtual Helpline Program
 - Supervise the daily activities for all Virtual Helpline Teachers (*currently 1*)
 - Promote the Virtual Helpline program and expand its reach
 - Assure that a digital citizenship curriculum is in place for all students TK-8, and increase awareness of excellent digital citizenship on the part of all students and employees of The Classical Academies
 - Coordinate with the Curriculum Resource Manager & Technology Integration Specialist in the following areas:
 - Supervise the creation of the Unit Document templates & Schoology course templates for all TK-8 schools so that Curriculum Writers and teachers have a uniform format in which to work
 - Supervise the yearly bulk uploads and updates for TK-8 school digital accounts
 - Assist Curriculum Writers and Grade Level Teams to deliver quality curriculum content that is uniform across grades and facilitates ease of use for parents and students.
 - Serve as the Learning Management System (Schoology) administrator for the TK-12 programming
 - Manage educational technology subscriptions including evaluation and renewals
 - Support Perf Matter & Schoology assessment integration and implementation
 - Create, curate, and maintain learning resources for teachers, staff, and students, including screencast tutorials and links to outside websites
 - Provide parent training and support for TK-12 families. (1-on-1, workshops, by phone, via screencasts)
 - Coordinate with Curriculum Writers, Grade Level Team Leaders, and building Techs to troubleshoot TK-8 technology problems as reported by parents, students, and teachers
 - Lend expertise and direction to the TCA Educational Technology Plan
 - Extended school year includes, but is not limited to:
 - Preparing for and conducting new staff tech training for TK-8 teachers, C'lectives teachers, SPED teachers, etc.
 - Preparing Schoology templates for the new year



- Preparing C'lectives wiki templates and wiki pages (and/or Schoology templates)
- Digital bulk uploads year
- Other duties as assigned

EMPLOYMENT STANDARDS & QUALIFICATION

Basic Knowledge:

- Knowledge of strategic instructional support technology applications, their effective use in the classroom, and their impact on learning.
- Familiar with Schoology, Google Suite, and/or other online platforms.
- Demonstrate the ability to partner with parents in the education of their children.
- Provide excellent customer service to parents, students and teachers.
- Be able to explain, understand, and adhere to The Classical Academy program.
- Be able to manage and prioritize multiple tasks.
- Be able to accurately perform work with efficiency.
- Be able to use PCs and Macs proficiently and troubleshoot web-based issues.
- Data-driven instructional decision-making
- Knowledge of research-based, effective instructional strategies for students and adult learners
- Knowledge of integration of technology in classroom instruction
- Proficiency in use of Learning Management Systems (i.e. Schoology)

Interpersonal Skills:

- Ability to “partner with parents” in the education of their children
- Work independently, as well as in groups with peers, to create new and innovative program options
- Interpersonal skills: inspire and direct others to do their best work
- Ability to embrace and thrive in a flexible and changing work environment
- Highly developed organizational and project management skills with demonstrated ability to prioritize tasks, meet deadlines and manage time effectively
- Ability to honor the products of the work undertaken by other and to recognized the value of that work
- A professional manner and presentation



- A proactive approach and commitment to do whatever is necessary to ensure tasks and functions are fulfilled

Qualifications:

- Current California State Teaching Credential, required
- The minimum of a Master's Degree in a related educational field, required
- At least five years of classroom teaching experience, required
- Leadership experience in an educational setting preferred

Work Environment: The usual and customary methods of performing the job's functions require the following physical demands: walking, standing, sitting, lifting, carrying, pushing, and/or pulling; rarely lifting items above twenty-five pounds. Physical actions may include climbing, balancing, stooping, kneeling, crouching, crawling, bending at the waist, and reaching to retrieve teaching materials. The job requires regular walking and standing, and potentially sitting. The job is performed regularly indoors with occasional exposure to seasonal temperatures and natural elements; subject to moderate to loud student, campus and environment noise; subject to frequent interruptions and contact with employees and students; regular use of computer keyboard, mouse and other basic technological devices.

EMPLOYMENT TERMS

The essential duties, employment standards, and qualifications are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position. The information contained in this job description is to provide an understanding of the position's main functions and is not intended to be an all-inclusive list of job duties.

The Classical Academies is an equal opportunity employer. Recruitment, hiring, and promotion of individuals in all job classifications will be conducted without regard to race, religion, color, sex, gender identity and expression, sexual orientation, pregnancy, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable laws, except where bona fide occupational qualifications exist. As per the school charter, all employment with The Classical Academies is considered ***at will***. This means that both employees and The Classical Academies have the right to terminate employment at any time, with or without advance notice, and with or without cause.



Eligibility for benefits starts the first of the month 60 days after the date of employment for all new full time employees. Available benefits include: medical, dental, vision, and retirement (State Teachers Retirement System or Public Employees Retirement System). The school will provide a match on all employee contributions into the STRS or PERS program based on the current contribution rates established by California budget legislation.

Exempt employees are expected to attend all professional obligations, whether or not performed within the normal business day. For more details, see pages 28-30 of the Employee Handbook.

The Classical Academy, Coastal Academy, and Classical Academy High School do business as The Classical Academies. The Classical Academies may refer to one or all of the charter schools, as well as additional sites such as: Classical Academy Vista, Classical Academy Middle School, Classical Academy Online and Coastal Academy High.

Accountability: Chief Academic Officer

Job Classification: Exempt

Salary: Please see the salary schedule; Column E

Last Revised: 06/23/2022



**THE CLASSICAL
ACADEMIES**

2021-2022 Salary Schedule

STEP	A	B	C	D	E
	Gen Ed Sp Ed	Gen Ed	Sp Ed Gen Ed	Sp Ed Gen Ed	Sp Ed Gen Ed
1	62,400	62,400	66,400	66,400	76,400
2	62,900	63,400	66,900	67,400	77,400
3	63,400	64,400	67,400	68,400	78,400
4	63,900	65,400	67,900	69,400	79,400
5	64,400	66,400	68,400	70,400	80,400
6	64,900	67,400	68,900	71,400	81,400
7	65,400	68,400	69,400	72,400	82,400
8	65,900	69,400	69,900	73,400	83,400
9	66,400	70,400	70,400	74,400	84,400
10	66,900	71,400	70,900	75,400	85,400
11	67,900	72,900	71,900	76,900	86,900
12	68,900	74,400	72,900	78,400	88,400
13	69,900	75,900	73,900	79,900	89,900
14	70,900	77,400	74,900	81,400	91,400
15	71,900	78,900	75,900	82,900	92,900
16	72,900	80,400	76,900	84,400	94,400
17	73,900	81,900	77,900	85,900	95,900

18	74,900	83,400	78,900	87,400	97,400
19	75,900	84,900	79,900	88,900	98,900
20	76,900	86,400	80,900	90,400	100,400
21	77,650	87,400	81,650	91,400	101,400
22	78,400	88,400	82,400	92,400	102,400
23	79,150	89,400	83,150	93,400	103,400
24	79,900	90,400	83,900	94,400	104,400
25	80,650	91,400	84,650	95,400	105,400
26	81,400	92,400	85,400	96,400	106,400
27	82,150	93,400	86,150	97,400	107,400
28	82,900	94,400	86,900	98,400	108,400
29	83,650	95,400	87,650	99,400	109,400
30	84,400	96,400	88,400	100,400	110,400

- To be implemented the 2021-2022 school year
- Masters and Doctorate stipends (\$3000) available for column “E” only
- Board approved budget May 2021; information subject to change

Column guidelines:

- A: General Education teachers, SpEd Interns, SPLAs, COTAs
- B: General Education teachers with MA or 45+ units
- C: Special Education teachers, Counselors
- D: Special Education teachers with MA or 45+ units, Counselors with MA or 45+ units
- E: School Psychologists, Occupational Therapists, Speech Language Pathologists, CAD Coordinators

Last updated: 6/14/21