



**Job Title:** Coordinator Technology Digital Learning

**Exemption Status/Test:** Exempt

**Reports to:** Director

**Date Revised:** June 2021

**Dept. /School:** Teaching & Learning Development

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**Primary Purpose:**

The Digital Learning Coordinator will oversee and support the planning, delivery, and implementation of a sustainable high-quality digital learning instructional model at the elementary and secondary level. The coordinator will establish and oversee implementation of focused, data-driven instruction to improve student achievement. The coordinator will also monitor and provide campus and district support for digital learning via workshops, coaching, and supervision of training.

**Qualifications:**

**Education/Certification:**

Required:

Master's degree in education or subject-related field

Valid Texas Teacher Certification

Principal or mid-management certification (completed or in-progress)

**Special Knowledge/Skills:**

Strong knowledge of digital learning essentials, components, best practices and competencies

Deep understanding of balancing technology integration with instructional strategies and state standards

Knowledge of best practices and developments in educational research and technologies

Knowledge of best and logical strategies and practices for innovation

Excellent written and oral communication skill, reflecting a high level of accuracy and attention to detail

Ability to interact and communicate effectively with stakeholders

Strong organizational, communication, interpersonal and time management skills

Ability to adapt well to change, apply new solutions to rapidly-changing expectations

Initiate work with minimal supervision and direction

Ability to collect, analyze, and interpret data to scale district-wide implantation plans

Understanding of federal compliance and budget management

**Experience:**

Five (5) years' experience as a K-12 educator

Experience in designing and facilitating professional learning and/or training workshops at the district and campus levels

Experience in designing and creating professional development for digital learning based on identified competencies

Experience managing digital environments, including hardware and software configurations, on a variety of platforms and devices

Coaching experience preferred

## Major Responsibilities and Duties:

### Program Management

1. Direct a cross-functional team to develop a comprehensive plan that formulates, develops, promotes, implements, and evaluates a high quality and sustainable digital learning initiative on a district scale.
2. Coordinate and design a support framework to manage digital learning at campuses to ensure fidelity of personalized learning implementation campus-wide and district-wide.
3. Work with curriculum coordinators and teachers to provide teacher-friendly and useful digital learning curriculum supports.
4. Coordinate the development, implementation campus-wide and district-wide.
5. Analyze data in order to monitor effectiveness, recommend and implement changes and/or adjustments to digital learning initiatives.
6. Prepare high-quality reports (e.g., timelines, status reports, implementation plans) and ensure timely submission to appropriate personnel.
7. Plan for facilitate digital learning leadership team meetings regularly
8. Supervise and guide digital learning classroom observations, walkthroughs and coaching of 1:1 coaches and DL support team members at each site for elementary and secondary campuses.
9. Meet with campus principals to promote administrative support for institutionalizing digital learning.
10. Keep up to date with emerging research on digital learning as well as potential policy implications based on proposed vision.
11. Remains current in professional practices ad developments, educational technologies, and research.

### Policy, Reports, and Law

12. Develop and manage the project budget to ensure appropriate use of funds in support of project goals.
13. Establish and manage the budget for the elementary and secondary blended learning programs.
14. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
15. Perform all other tasks and duties as assigned.

### Supervisory Responsibilities:

Directly supervises the Digital Learning team and 1:1 Ready coaches.

### Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work irregular hours; occasional prolonged hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.