

## MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 1164

### DIGITAL CURRICULUM COORDINATOR (DISTRICT)

#### OVERALL RESPONSIBILITY

Under general supervision, establish, develop, evaluate and assist with digital curriculum and instructional technology for certificated, classified, and administrative employees.

#### SPECIFIC RESPONSIBILITIES

1. Assist in the development of computer application strategies for classroom teachers in the integration of technology into the classroom instruction. *E*
2. Follow standards for technology literacy. *E*
3. Integrate, coordinate and facilitate the use of digital curriculum across all curriculum areas. *E*
4. Provide technical support to classroom teachers for the implementation of the California Common Core State Standards and the District-adopted curricula. *E*
5. Model exemplary Substitution, Augmentation, Modification and Redefinition (SAMR) practices. *E*
6. Provide feedback to site teachers, administrators, and staff regarding digital curriculum, instructional technology and related matters. *E*
7. Support differentiation for all students, particularly special education and English Learners. *E*
8. Collaborate with external partners. *E*
9. Create and facilitate professional development for staff (certificated, classified and administration), parents and community. *E*
10. Assist in the development of digital resources. *E*
11. Participate as an active member in professional development; participate in District technology committees; attend professional conferences; and read and share current researched-based practices. *E*
12. Support the facilitation of Professional Learning Communities (collaboration) as needed. *E*
13. Curate and disseminate data, reports, and information as needed. *E*
14. Facilitate and participate in curriculum development, revision, and evaluation as needed. *E*
15. Provide support in training and grading of district identified assessments (such as ongoing benchmarks). *E*
16. Gather resources relevant to area of responsibility. *E*
17. Participate in curriculum adoption and selection processes. *E*
18. Collaborate with staff to plan, develop, and implement modules of study which promote computer literacy, meeting District and State standards and frameworks in all areas and grade levels. *E*
19. Conduct technology-rich classroom demonstrations and model lessons with differentiated instruction. *E*

## **DIGITAL CURRICULUM COORDINATOR (DISTRICT) (continued)**

20. Foster the development of online and face-to-face learning communities for both students and educators that are focused on creativity, innovation, cognitive complexity, and the effective integration and implementation of learning technologies. *E*
21. Create and facilitate professional development including, but not limited to audiences of parents, administration, site staff, and community members. *E*
22. Keep informed of research-based, best practices for supports of English Learners PK-12. *E*
23. Create, facilitate, and train in best practices for instructional programs for English Learners, PK-12. *E*
24. Train and support teachers in summer school programs. *E*
25. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.

### WORK YEAR

195 days per year: Generally, five (5) days before and five (5) days after the basic teacher work year schedule. Schedules may vary for Saturday professional development facilitated, as agreed upon by both member and supervisor.

### SALARY

Certificated Salary Schedule

### QUALIFICATIONS

#### Knowledge/Ability

Minimum Requirements:

- Knowledge of curriculum and staff development.
- Knowledge of district curriculum and school organization.
- Knowledge of educational and legal issues pertaining to accountability for students.
- Knowledge of learning theory/methods.
- Knowledge of and ability to implement curriculum/staff development programs and activities.
- Knowledge and ability to use technology/audio visual equipment for instructional purposes.

#### Experience

Minimum Requirement:

- Three (3) years successful experience as a classroom teacher.

#### Education/Credential

Minimum Requirements:

- Bachelor's Degree
- Valid California Teaching Credential

Desirable Qualification:

- Possession of an advanced educational degree (MS, EdS, PhD/EdD and/or certification in support of curriculum and technology integration in the core academic areas.

#### Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.
- Sufficient dexterity to print or write legibly, operate telephone, type, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability, strength, mobility, and stamina to drive a vehicle

**DIGITAL CURRICULUM COORDINATOR (DISTRICT) (continued)**

REPORTS TO:

Associate Superintendent, Curriculum & Instruction/Professional Development or designee

Cabinet Approved: 2/11/20

Unit Approved: 2/12/20

Board Approved: