PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8742   FLSA: Exempt
Pay Grade: E05   PTS

PROGRAM COORDINATOR, DIGITAL LEARNING

REPORTS TO:
Director, Media, Text, and Digital Learning

SUPERVISES:
Instructional Staff
Support Staff

QUALIFICATIONS:
Bachelor's degree from an accredited college or university with Florida certification in Technology Education or an equivalent certification. Five (5) years successful teaching experience in public schools, PreK-12. Demonstrated knowledge in planning for and in utilizing technologies for instruction in a variety of curriculum areas. Demonstrated organizational and communication skills.

PREFERRED:
Master's degree from an accredited college or university in Technology Education; certification in Educational Leadership.

MAJOR FUNCTION

The Program Coordinator is responsible for the development and implementation of the district's long-range technology plan, which encompasses all instructional levels and all curriculum areas. Work includes visioning, goal-setting, planning, budgeting, and working cooperatively with curriculum services personnel, all school board divisions, school-based personnel, and the community.

ESSENTIAL RESPONSIBILITIES

- Provides visionary leadership, oversight, and direction for all district technology applications for teaching and learning
- Develops plans to increase the level of technological literacy for students, teachers, and administrators
- Collaborates with other departments and divisions to facilitate access to and the implementation of technology
- Provides leadership in obtaining grants and other sources of funds to support innovative practices
- Assists in implementing the district's strategic goals and directions
- Investigates emerging technologies and assesses their potential for cost effective use
- Provides leadership in technology training, resources acquisition, and staff development
- Designs, coordinates, and provides educational technology in-service opportunities for school-based personnel
- Assists educators in using and integrating technology in the instructional program
- Models effective uses of appropriate instructional technology
- Supports teacher and student use of computers in classrooms
- Designs technology training programs for the district's television programming schedule
- Researches and negotiates contracts and agreements with consultants and vendors
- Participates in local, state, and national conferences, collaborates with colleges and universities, and serves on state committees to keep informed on current trends and issues

ESSENTIAL RESPONSIBILITIES (Continued)
• Designs and implements new programs and course curricula for computer education • Recommends budget requirements to effectively support the district technology plan • Coordinates, evaluates, delegates, and coordinates the work of designated staff members • Prepares and presents reports on technology issues as directed by the Superintendent and Board • Performs other related duties as required

TERMS OF EMPLOYMENT
Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District. *Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

HISTORY OF JOB CLASSIFICATION
ISSUED: 6/13, LM; BOARD APPROVED: 7/30/13; REVISED QUALS & PREFERRED, 8/13 LM; BOARD APPROVED: 10/22/13; REVISED TITLE, RT; 10/11/16 CH; BOARD APPROVED: 10/25/16

PROGRAM COORDINATOR, DIGITAL LEARNING

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Program Coordinator, Digital Learning – PTS