

Job Description

Education Technology Coordinator/Data Analyst

JOB SUMMARY

This position will have responsibilities in three areas. Percentages indicate how much of the position's work day and work week will be devoted to each task:

Education Technology Coordination – 50%

Encourages and supports the use of technology in the classroom in order to enhance faculty instructional practices and student learning. Includes researching, planning, coordinating, supporting and assessing all activities and programs related to effective use of educational/instructional technology.

Academic Data Analysis – 30%

Responsible for proactively collecting, organizing, analyzing and reporting student and school academic results. Prepares and analyzes reports from Renaissance/STAR assessment testing in order to assist administration in making decisions regarding curriculum, instructional methods and any other factors that impact student and school performance. Will report data for accreditation purposes. Will work with varied data including demographic, academic, attendance, and historical data and information from students, staff, and families.

Professional Development Coordination – 20%

Provides professional development, training and technical assistance to faculty and staff. Will review academic data to determine professional development needs and will measure the effectiveness of professional development on faculty and staff performance. Tracks faculty and staff completion of trainings. Works with the Administration team to create a strategic approach to training.

All employees must conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

REPORTS TO

Director – Information Systems. Works closely with administrators and teachers.

ESSENTIAL DUTIES AND RESPONSIBILITIES – Responsibilities will include, but are not limited to, the following:

Education Technology Coordinator:

Research Emerging and Existing Technologies:

- Conduct ongoing research regarding emerging technologies in education. Regularly communicate with school administrators regarding technological innovations that promote more effective instruction. Includes tools/innovations that involve software *and* hardware.
- Ensure that any new software being considered for use has been vetted to ensure it complies with Federal, State and Diocese requirements related to student data privacy and content appropriateness.
- Continually research and vet available software products and apps that teachers can use in the classroom to help students meet various learning goals. Provide information to teachers regarding these learning resources when teachers are seeking tools to address specific instructional needs.

Plan and Coordinate Deployment of Technology:

- Collaborate with administrators and content specialists and advise on the implementation of curriculum, instructional design, and instructional delivery systems as they relate to technology integration with teaching and learning.
- Advise on the type of hardware needed in the classroom to support technology.
- Facilitate the implementation of software and technology services by creating a project plan, communicating software requirements, managing the database, and planning software training. Main point of contact with software or technology service vendors related to the use of vendor-provided training.
- Work with Accounting Department to purchase, assign, deploy and track all instructional/educational software and hardware.
- Purchase, manage and renew all educational software licenses. Track software licenses and ensure the school is up-to-date on all necessary licenses.
- Assist in the preparation and administration of project budgets and monitor hardware and software expenditures.
- Will work with the IT Department to administer the school's 1:1 Technology Program to include assessing hardware needs, working with hardware vendors, ordering hardware, deploying hardware to each student at the beginning of the school year, arranging for the repair of hardware, and collecting hardware at the end of the school year.

Support the Use of Technology:

- Provide a strategic approach to training and support. This will include preparing training materials, planning and deploying formal training as part of teacher professional development sessions and providing one-on-one coaching sessions on a daily basis as needed among all faculty members.
- Assist administrators, teachers and students in the use of technology devices and assist them in resolving issues. Assist administrators, teachers and students with software access issues, as needed.

- Track trends in hardware and software support needs in order to provide ongoing training and resources for teachers and students (“How-To” guides, “Tips and Tricks” guides, etc.).

Assess Needs and Effectiveness of Technology and Instructional Methods in the Classroom:

- Work with school administrators to continually assess the effectiveness of technology and instructional methods in the classroom.
- Collect and analyze data points to provide insights to student achievement, identify areas for improvement and make recommendations to enhance teaching and learning.
- Provide interpretation of data related to student testing to ensure the effectiveness of instructional technology in improving learning, climate, engagement, etc.
- Assess the effectiveness of technology in the classroom on an ongoing basis and make proactive recommendations to eliminate technology when it is no longer useful and effective.

Data Analyst:

- Accurately and proactively collect, organize, analyze and report student and school academic results and a variety of other student and staff data and information.
- Prepare and analyze reports from Renaissance/STAR assessment testing in order to assist administration in making decisions regarding curriculum, instructional methods and any other factors that impact student and school performance. Use school-wide data to give specific guidance to teachers when their students are not meeting standards.
- Report trends to administration team.
- Maintain Teacher Data Analysis Logs to include creating logs and ensuring teachers know what information to include in logs.
- Provide individual and small group data analysis coaching with teachers. Assist teachers in determining how data can be used to determine student needs so that teachers can respond appropriately in the classroom (re-teaching, amendments to lesson plans, pivoting on instruction delivery methods, etc.)
- Report data for accreditation purposes.
- Compose technical and non-technical materials, including but not limited to reports, memos, flow charts, and procedures to document activities, providing written reference, and/or conveying information.
- Develop and maintain documentation on all projects.
- Utilize data modeling skills to combine multiple data sources to discover insights and trends.

Professional Development Coordination:

- Review academic data to determine professional development needs.
- Work with the Administrators to create a strategic approach to training.
- Work with Administrators to coordinate professional development training throughout the year. Assist in the planning of workshops, seminars, and meetings.

- Ensure focused training is provided in order to meet the needs of the school, based upon data analysis.
- Provide professional development, training and technical assistance to faculty and staff.
- Measure the effectiveness of professional development on faculty and staff performance.
- Coordinate and schedule a variety of mandated training.
- Track faculty and staff completion of trainings.
- Prepare necessary materials for training.

QUALIFICATIONS

- Bachelor's degree in education or related field required.
- California Teaching Credential, either completed or in process, desired.
- Master's Degree in Education Technology or Education Administration desired.
- Prior experience in an Education Technology and/or an IT Administration role helpful.
- Experience in providing professional development to adult learners.
- Experience in coaching and/or mentoring teachers.
- Experience using differentiated instructional strategies.
- Ability to work collaboratively with administrators and teachers to embed the use of instructional technology across the curriculum.
- Strong written and oral communications skills, and demonstrated use of technology to communicate as appropriate.
- Interpersonal and problem-solving skills required to effectively facilitate high-quality training and provide coaching support for peers.
- Excellent administrative skills required to manage a high volume of data.

CLASSIFICATION

This is a full-time, 12-month position.

March 2024