

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MANAGER - INSTRUCTIONAL TECHNOLOGY (STEAM)**

#### **BASIC FUNCTION:**

Under the direction of Director III – STEAM Program, researches, develops, coordinates, implements staff development in accordance with State and federal mandates and district/school/curriculum needs for curriculum reform and school development planning; provides technical, specialized, consultative, advisory and planning services in assigned content area; provides direction and leadership to interpret data in the development and implementation of strategic plans for the schools; serves as a resource to program representatives and the County Office.

#### **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Researches, develops, coordinates, and implements staff development in accordance with State and federal mandates and district/school/curriculum needs for curriculum reform and school development planning within the content areas of computer science, engineering, including coding and robotics.

Performs needs analysis and develops long- and short-term training plans with districts and schools as related to assigned content areas; designs and delivers training modules and materials to develop content consistent with pedagogical knowledge; develops assessment instruments; works with district leaders and school teams to sustain professional development efforts through building local capacity; prepares professional development to assure compliance with specific mandates.

Provides technical, specialized, consultative, advisory and planning services in the content areas of computer science, engineering, coding and robotics; plans, organizes, and provides technical advisory services in the development and implementation of programs and projects related to assigned content area and federal and State mandates.

Interprets and provides recommendations and guidance in interpreting data for development and implementation of strategic plans for schools; provides information, consultation and materials relating to assigned content areas and data analysis; coordinates data collection processes within districts and schools; builds capacity to analyze assessment data to improve instruction and increase student achievement.

Serves as liaison for special assignments; serves as liaison between the State and districts in the County; serves on assigned task forces and committees; works with other County and district subject area coordinators and members of other departments.

Collaborates with other State affiliates in advocacy, research and forum planning; conducts special studies and in-services as needed; monitors legislation related to assigned instructional area and assure compliance.

Provides technical information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures and programs; assists with departmental and divisional planning activities.

Prepares and maintains a variety of narrative and statistical reports, records and files.

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages grant applications and provides support to districts, schools and the County Office in applying for grants.

Operates a computer, software programs, and office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and inter-departmental meetings as assigned; provides subject area expertise and technical assistance at such events, as needed; attends and participates in County Office recognition events; assists with the coordination and support of STEAM events and workshops.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

K-12 curriculum and public school environments to support education and technology.

Researching, synthesizing, writing and marketing training programs for assigned content area.

Training methods, program planning, instructional techniques, adult learning, and group facilitation and dynamics.

Methods to collect and synthesize data.

Budget preparation and control.

Technical aspects of field of specialty.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Research, develop, coordinate, implement and assess staff development in accordance with State mandates and district/school/curriculum needs.

Provide technical, specialized, consultative, advisory and planning services in assigned content area.

Synthesize, interpret and analyze large amounts of complex data from a variety of sources.

Serve as a resource to program representatives and the County Office.

Conduct special studies and in-services.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Maintain records and files.  
Prepare comprehensive narrative and statistical reports.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Master's degree in education, computer science, engineering, or a related field and five years of increasingly responsible training, teaching, or instructing experience. Preference may be given to individuals with significant experience designing and delivering professional development activities incorporating adult learning theory.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California Driver's License.  
A driving record that meets the insurance requirements of the County Office of Education.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work  
Evening or variable hours to attend meetings or conferences

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations  
Dexterity of hands and fingers to operate a computer keyboard  
Seeing to read a variety of materials  
Sitting or standing for extended periods of time

Approved by Personnel Commission: May 10, 2017; Revised Approval: June 14, 2017



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Kristin Olson  
Director-Classified Personnel Services

Date: 06/14/2017