

Curriculum and Technology Integration Coordinator

Job Description

A highly motivated, detail-oriented dynamic manager demonstrating success and competencies in curriculum, curriculum development, instructional technology, leadership, and evidence of student outcomes after teacher implementation of new technology within their teaching and instruction. Works diligently to solve challenges and empower educators to improve student outcomes by creating a learning environment where students are actively engaged in their learning. Works together to build strong relationships with the administrators, curriculum directors and educators.

Responsibilities

- Liaison between LGCA and districts to integrate technology tools and curricular resource solutions.
- Familiarity of State and Federal programs affecting the districts. (i.e. EMIS, online testing, 3rd grade guarantee, data analysis, Infinite Campus)
- Coordinate a steering committee of district/school administration to assist in identifying areas for training, development and implementation for current and future systems.
- Execute on implementation processes and procedures to ensure key timeframes are met.
- Lead support to ensure on-time problem resolution and consistently high levels of schools satisfaction. Maintain and grow working knowledge of LGCA services.
- Set performance standards to meet support goals of LGCA. Lead LGCA to achieve increasingly high levels of satisfaction in use of available tools to support district instruction and reporting student success.
- Understand and promote and of all LGCA Services.
- Strong team player with excellent interpersonal skills and ability to collaborate both internally and externally to get things done and manage expectations in order to maintain positive relationships with school districts.
- Demonstrate problem analysis and problem resolution methodology at a functional level.
- Ability to understand the customer needs and how they use LGCA Software offerings.
- Enjoys leading people and motivating others to be successful in an assertive manner
- Productive and proactive communication. Work with customers through email, phone and face-to-face meetings.
- Ability to manages multiple projects at once
- Documentation and strong organization skills
- Take on projects assigned by the Executive Director.

QUALIFICATIONS:

- Degree/Associate degree in teaching, public administration, or related field is recommended.
- Experience and knowledge in using personal computer-based software (excel/ODBC), hardware and equipment is required. Strong interpersonal communications skills are required.
- Self-motivated. Able to provide ideas/solutions and able to take charge.

Contract: A 12-month contract will be offered to the successful candidate pursuant to Ohio Law. Salary and benefits are set by LGCA in conformance with law.

Disclaimer: The LGCA reserves the right to revise or change job duties and responsibilities as the need arises. The job description does not constitute a written or implied employment contract.