

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

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,

