

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: EETT PROGRAM MANAGER**

#### **BASIC FUNCTION:**

- Under the direction of the Director, Technology Services, supervise and coordinate all activities of the EETT (Enhancing Education Through Technology) Competitive Grant to ensure that all grant goals, objectives, and benchmarks are met in a timely manner.
- Develop project plans for implementation of grant for both EGUSD and Folsom-Cordova target schools.
- Act as liaison between grant partners, evaluators, presenters, training coordinator, and target teachers.
- Lead development and implementation of training program that provides technology training with a focus on improving student performance in reading and writing.
- Coordinate all aspects of training programs, equipment purchase and deployment, software purchase and deployment, staff and student surveys, and all other components of the grant.
- Ensure compliance with Technology Plans, policies and procedures of both Districts when working with or purchasing grant items.
- Conduct observations and provide feedback to all grant participants as well as provide formal and informal staff development related to technology.
- Provide regular status reports to management. Complete all required evaluations and documentation of EETT Grant, including application for grant extensions.
- Conduct evaluations of Staff in concert with FCUSD and EGUSD Technology Directors.

Must have excellent project management skills, communication skills, both oral and written, and a strong background in developing and implementing technology-rich units of practice in reading and writing.

This grant is a yearly grant that has been funded for the 2003-04 year with subsequent funding for the 2004-2005 year. It is the intent of the District to apply for additional middle schools in the future to extend the grant.

#### **ESSENTIAL FUNCTIONS:**

Supervise and coordinate the year-long activities of the EETT grant to ensure that all goals, objects, and benchmarks are met in a timely manner.

Develop and keep current project plans and provide support for the implementation and integration of technology into the middle school language arts curriculum as outlined in the grant proposal which is based on current educational research and best practices.

Act as liaison between grant partners (Sacramento County Office of Education; California Technology Assistance Project- Region 3; University of California, Davis Area 3 Writing Project; Sacramento Educational Cable Consortium (SECC), Educational Support Systems),

## **EETT Program Manager -Continued Page 2**

presenters, training coordinator, and participating teachers at EGUSD/Folsom-Cordova school sites participating in the grant.

Coordinate selection and ordering of equipment for target teachers and target classrooms, including computer labs.

Manage Grant Budget.

Coordinate and conduct Program Orientation and all subsequent training sessions in coordination with the training coordinator.

Oversee implementation of Homework Hotline, SECC's recording of professional development trainings, Family Literacy Nights, and after-school open computer labs at school sites.

Prepare and present regular reports for advisory meetings on status and progress of all facets of EETT Grant and ongoing professional development.

Regularly meet with school site personnel either on-site or via videoconference.

Conduct Program Governance/Advisory Meetings with key representatives from each target school to review program progress, to analyze formative evaluation data, and to make program adjustments as needed.

Administer pre-, mid-, and post-evaluations of target students and teachers to monitor progress towards meeting grant goals for use of technology and integration of technology into the language arts curriculum.

Conduct observations and provide feedback to teachers.

Collect target student and teacher data and document all phases of the EETT Grant.

Complete all required forms to re-apply for EETT Grant for 2004-2005.

Provide regular reports to management categorizing training and support activities.

Use Microsoft Project to develop and maintain all grant tasks and timelines.

Use Technology Service's Heat Help Desk software to track all activities on grant.

Abide by and enforce procedures as required to all District telecommunications networks in a "standardized" supportable configuration. This includes telephone system programming, cabling systems of all kinds, network file servers, routers, hubs, etc.

Abide by, maintain and enforce standards for all networked technology including micro-computers, printers and file servers.

## **EETT Program Manager -Continued Page 3**

Keep professional skills updated and consistent with current Technology Services technology.

Model high expectations, conduct demonstration lessons, and assist with curriculum development, planning and pacing of the program.

Work in support of and collaboration with site administrators, site technology resource teachers and all of Technology Services team members.

Execute and prepare such forms, records, and reports as may be called for in the management of the various Technology Programs.

Review and effectively manage Help Desk System list of calls, compliance and follow-up.

Perform other duties as assigned.

### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Adult/child development and learning theory.

School climate and culture.

Technology practices, research and methodologies.

Effective instructional strategies, e.g., direct instruction, grouping strategies, English Language Development strategies.

The components of effective staff development presentations.

A variety of standardized and performance based assessment practices.

Current technology use in the district.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Proper lifting techniques.

#### **ABILITY TO:**

Supervise and coordinate the year-long activities of all phases of the EETT Grant.

Develop project plans and provide support for implementation of technology.

Act as liaison between all participants in EETT Grant.

Plan and implement new technology training programs at target school to enhance teaching and learning language arts skills.

Provide effective coaching and technical feedback.

Manage multiple projects and emergencies effectively and calmly.

Assess school climate and culture as they affect the learning environment.

Work successfully with grant partners, presenters, administrators, teachers, students, and parents.

Conduct periodic evaluations of grant strengths and weaknesses.

Provide coherent demonstration lessons.

Provide staff development that fosters sustained instructional improvement.

## **EETT Program Manager -Continued Page 4**

Speak and write clearly and effectively.

Learn new technologies, as they become available to the District.

Plan and manage new projects.

Meet schedules and timelines.

Hear and speak to exchange information.

Evaluate software.

Maintain current knowledge of technological advances in the field.

Travel to schools in EGUSD and Folsom-Cordova School District on a regular basis.

Plan and organize work.

Maintain consistent, punctual and regular attendance.

Use proper lifting techniques.

See to view a computer monitor and read a variety of materials.

Sit for extended periods of time.

### **EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree and college-level course work necessary to complete required teaching credential program and three years of successful classroom teaching experience, preferably at the middle school level in Language Arts. Administrative Credential that signifies authorization to formally evaluate certificated personnel is desired but not required.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C Driver's license.

Floor-lift 40 pounds.

200 Work Days

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office and classroom environment.

Driving a vehicle to conduct work.