**Job Title:** Educational Technology Coordinator  
**Job Code:** 10603

### JOB SUMMARY

The Educational Technology Coordinator is responsible for establishing, implementing and coordinating statewide goals and objectives relating to educational technology and learning resources.

### MAJOR DUTIES

- Coordinates the establishment of goals, objectives, and priorities for distance education technology, educational technology, instructional computing, library automation, learning resources and areas deemed appropriate for the Educational Technology Coordinator;
- Develops and implements operational policies, procedures, and standards for quality assurance in distance education technology, educational technology, instructional computing, library automation, learning resources and areas deemed appropriate for the Educational Technology Coordinator;
- Facilitates the creation, organization, and implementation of professional staff development programs/activities related to distance education technology, educational technology, instructional computing, library automation, learning resources and areas deemed appropriate for the Educational Technology Coordinator;
- Serve as a liaison with business, industry, and state and national agencies and associations in matters pertaining to distance education technology, educational technology, instructional technology, library automation, learning resources and areas deemed appropriate for the Educational Technology Coordinator;
- Provides assistance in the areas of curriculum revision, instructional guidance and regulation implementation for technical institute programs;
- Provides technical assistance to the division and other staff in the development of management processes and procedures to accomplish their objectives.

### COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

### MINIMUM QUALIFICATIONS

- Bachelor’s degree *and* Two (2) years of work related experience

Note: Experience may substitute for the degree on a year-for-year basis.
PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.