MCDOWELL COUNTY SCHOOLS

Job Description

POSITION:	**Coordinator of Technology, Digital Learning, Assessment & Data**
REPORTS TO:	Superintendent/Assistant Superintendent
CLASSIFICATION:	Professional/Administrative

FLSA STATUS:	Exempt
EMPLOYMENT TERM:	240 days annually, pursuant to WV Code §18A-4-7a; extended employment terms may be established by McDowell County BOE
COMPENSATION:	Based upon the Central Office Administrator Index and Supplement
EVALUATION:	Evaluations are conducted as defined in West Virginia Board of Education Policy 5310

DEFINITION: Provide district-wide leadership for the effective use of instructional technology, technology-related professional learning, virtual education, state and local assessment programs, and student information/data systems. Ensure that technology, assessment, virtual learning, and WVEIS data systems support high-quality instruction, accurate reporting, student achievement, and compliance with district, state, and federal requirements.

QUALIFICATIONS/CERTIFICATION:

- Master's degree in education, educational leadership, instructional technology, curriculum and instruction, or related field preferred/required depending on classification.
- Valid West Virginia professional educator certificate.
- West Virginia administrative certification.
- Minimum of three years successful educational experience.
- Experience integrating technology into instruction.
- Demonstrated experience providing professional development to adult learners.
- Experience with WVEIS or comparable student information systems.
- Knowledge of the West Virginia statewide assessment system and WVBE Policy 2340.
- Knowledge of virtual/online education programs.
- Ability to analyze assessment and student data using spreadsheets, databases, dashboards, and reporting tools.
- Strong organizational, communication, presentation, and project-management skills.
- Ability to manage multiple state reporting and testing deadlines simultaneously.
- Knowledge of FERPA, student-data privacy, cybersecurity, accessibility, and acceptable-use requirements.
- Ability to work effectively with administrators, teachers, counselors, technology staff, families, WVDE personnel, and vendors.

RESPONSIBILITIES:

Instructional Technology Leadership

- Lead the effective integration of technology into curriculum, instruction, assessment, and school operations.
- Collaborate with curriculum staff, principals, teachers, and technology personnel to identify technology needs and priorities.
- Evaluate instructional software, digital platforms, applications, and emerging technologies before district adoption.
- Coordinate implementation of district instructional technology platforms.
- Monitor the effectiveness and usage of district technology resources.
- Assist schools with implementing digital tools that improve student engagement, differentiation, intervention, and achievement.

- Promote responsible, ethical, secure, and appropriate use of technology by students and staff.
- Develop an annual district technology professional-development plan based on instructional priorities and staff needs.
- Provide and coordinate professional learning for teachers, administrators, counselors, and support staff.
- Provide training on Microsoft 365/Teams, instructional applications, student information systems, assessment platforms, cybersecurity awareness, accessibility, digital citizenship, and other district-approved technologies.
- Provide coaching and follow-up support after technology training.
- Work with principals to identify school-specific technology training needs.
- Develop technology resources, tutorials, quick-reference guides, and asynchronous learning opportunities.
- Identify and develop school-level technology leaders who can provide ongoing support to colleagues.
- Evaluate whether professional development is resulting in effective classroom use of technology.

Virtual Education and Digital Learning

- Serve as the district coordinator for virtual education and online learning programs.
- Coordinate student enrollment, scheduling, orientation, monitoring, and completion of virtual courses.
- Establish procedures governing district participation in virtual education programs.
- Work with principals, counselors, students, and families concerning appropriate virtual-learning opportunities.
- Monitor student participation, progress, grades, attendance/engagement, and successful completion of virtual courses.
- Ensure that virtual students have appropriate devices, connectivity, instructional support, accommodations, and access to required services.
- Maintain accurate records regarding virtual enrollment and course completion.
- Evaluate virtual-learning participation and outcomes annually and make recommendations for improvement.

District Testing Coordinator

- Serve as County Test Coordinator for the West Virginia Measures of Academic Progress (WV-MAP).
- Coordinate all required state assessments, including the **WVGSA, SAT School Day, Alternate Summative Assessment, English language proficiency assessments, and other required assessments**, as applicable.
- Develop and maintain the annual district assessment calendar.
- Attend WVDE assessment training and disseminate required information to school test coordinators and administrators.
- Train and support school test coordinators, principals, teachers, examiners, and other appropriate personnel.
- Coordinate testing schedules, student rosters, accommodations, technology readiness, materials, and testing locations.
- Ensure compliance with WVDE testing requirements and **WVBE Policy 2340**.
- Maintain test security and coordinate the investigation and reporting of testing irregularities.
- Coordinate ordering, distribution, inventory, collection, and return of testing materials where applicable.
- Verify student demographic information and assessment data prior to state reporting deadlines.
- Coordinate with special education, English learner, curriculum, technology, and school personnel regarding appropriate student assessment participation and accommodations.
- Analyze district and school assessment results and assist administrators in using data for instructional improvement.

WVEIS and District Data Management

- Serve as the district's primary WVEIS coordinator/contact.
- Coordinate the accurate entry, maintenance, validation, and reporting of student information.
- Manage appropriate WVEIS user access, security roles, and permissions.
- Ensure required state and federal data submissions are accurate and completed by established deadlines.
- Work with school administrators, counselors, attendance staff, special education, child nutrition, finance, personnel, and other departments to resolve data issues.
- Conduct routine data-quality checks and coordinate corrections with schools.
- Assist personnel with scheduling, enrollment, attendance, grades, transcripts, course information, student demographics, and other WVEIS functions.
- Provide WVEIS training and technical assistance to school and central-office personnel.
- Monitor data required for accountability, assessment, funding, graduation, attendance, and reporting.
- Coordinate data rostering and data exchanges between WVEIS and other district/state applications.
- Maintain documentation of WVEIS processes and district data procedures.
- Protect personally identifiable student and employee information in accordance with FERPA and applicable privacy/security requirements.

- Provide regular data reports to the Superintendent and district leadership team.
- Coordinate data verification prior to accountability and public reporting.

- Perform other duties as assigned by the Superintendent.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk, and sit. While performing the duties of this job, the employee may occasionally push or lift boxes. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities are required by this position, which include but are not limited to, ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The McDowell County Board of Education does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors in its employment and in the administration of any of its educational programs and activities.