

Coordinator of Digital Resources

Purpose Statement

The role of District Coordinator of Digital Resources was developed to support the district's efforts to provide, maintain, and support educational platforms and resources used by teachers and students in the teaching and learning process. This position works and collaborates within the Digital Resource Team and serves as a key communicator with end users concerning technology tools in the district.

Essential Functions

- Serves as a communicator with end users concerning technology platforms and devices used in the district, their status, and updates for the purpose of ensuring clear and consistent communication regarding technology use.
- Provides support to the digital resources team for the purpose of enhancing the delivery and management of digital tools and services.
- Meets regularly with the Digital Resource and Blended Learning teams for the purpose of supporting the efficient and effective use of digital resources.
- Collaborates with Academic Services and various IT departments for the purpose of ensuring appropriate access and usage of digital resources.
- Helps address and solve issues connected to district-wide technology resources for the purpose of maintaining system reliability and user satisfaction.
- Serves as an administrator for some district-provided digital platforms and tools (e.g. Canvas, etc.) and regularly communicates with vendors for the purpose of supporting the needs of Blue Valley staff and students.
- Works collaboratively with the Manager of Digital Resources for the purpose of ensuring high levels of access to digital tools, assists with device deployment in schools, and resolves end-user issues.
- Assists in managing district-approved software, contracts, and the software application process for the purpose of maintaining compliance and streamlining overall district wide digital access.
- Participates in department and school site meetings, workshops, and trainings for the purpose of providing and/or gathering information relating to job function.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring that department and district goals and objectives are met.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; utilizing diagnostic tools; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: maintenance, and repair of desktop and laptop computers, printers, disk drives, monitors, and interface devices; operation of computer and electronic test equipment and tools; principles of digital electronics; principles of data network communications; operation of electronic test equipment; electricity and electronic computers; record keeping; safety measures; and basic inventory procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; setting priorities; establishing effective relationships; displaying mechanical aptitude; working as part of a team; communicating with technologically diverse groups; being attentive to detail; conveying technical information to non-technical audiences; working non-standard hours; and working under time constraints.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; directing the use of budgeted funds within a work unit. utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 65% sitting, 15% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Five years teaching experience required.

Education:

Equivalency:

Required Testing

Continuing Educ. / Training

Certificates and Licenses

Kansas State Department of Education educator
license required

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Exempt

Approval Date

4/16/2025

Salary Grade