



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 1024

Phone: (701) 328-3290

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**COORDINATOR, EDUTECH TRAINING PROGRAMS**

GRADE M

**SCOPE OF WORK:**

Work involves providing leadership in the development, delivery, and assessment of training programs for K-12 educators and administrators to integrate technology into the classroom and curriculum to improve student achievement.

**DUTIES PERFORMED:**

- Assess the training needs of educators, school administrators, and state agency personnel; determine training programs to be offered that will meet identified needs.
- Research, evaluate, select, and utilize appropriate learning strategies, training mediums, technologies, and other resources to enhance teaching and learning.
- Participate in the development, marketing, and delivery of training programs; develop objectives; oversee the evaluation process; ensure quality and effectiveness of training programs.
- Develop, implement, and maintain policies for the professional development and training areas.
- Interview and hire staff; plan, delegate, monitor, and evaluate the work assigned to staff; develop and implement work standards, performance measures, and performance improvement plans; provide guidance and direction to staff; and provide for employee training and professional development.
- Participate in the development of strategic plans and goals for EduTech and the marketing and evaluation of EduTech's services.
- Provide input on budget matters affecting professional development and training; seek grant funding to support projects.
- Collaborate with education and technology leaders on training and professional development.
- Present special training workshops and market EduTech services at education and technology conferences and conventions.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree with a major in an information technology or education related field, and four years of work experience in developing, implementing, and presenting training or educational programs that involved the use of technology.

Eff. Date: 11/09

Rev: 7/12 – Conversion to Hay System