



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

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|------------------------|--------------------------------------------------|--------------|--------------------------|
| Job Title: | Instructional Systems Support Coordinator | FLSA Status: | Exempt |
| Job Family: | Licensed | Pay Range: | T Salary Schedule |
| Prepared/Revised Date: | January 1, 2018 | Job Code: | 38245 |

SUMMARY: Develop, maintain, and evaluate ongoing functionality and use of instructional systems and programs to support student learning. Ensure that instructional systems align with best practices and help educators meet student learning needs. Provide support to district and school staff. Participate in Learning Services project teams to provide expertise, represent workgroup, provide two-way feedback, and achieve project goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| DESCRIPTION OF JOB TASKS | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Develop, maintain, and evaluate ongoing functionality and use of instructional systems and programs to support student learning. Instructional systems and programs may include online learning and assessment management system, student plans (504, READ, ALP, etc.) system, curricular and assessment software, etc. |
| 2. | Facilitate department and school collaboration to ensure instructional systems and programs align with best practices and school needs. |
| 3. | Facilitate ongoing instructional trainings for staff to use instructional systems and programs including how the systems inform teaching and instruction. Provide direct support to school teams to use systems, problem solve issues, and how systems inform teaching and instruction. |
| 4. | Run data reports; instruct and support staff on report interpretation and implementation of actions to impact student learning. |
| 5. | Manage teacher software program usage, licensing, and access; manage and facilitate program integrations with Informational Technology; partner with Informational Technology to problem-solve and troubleshoot program issues. |
| 6. | Support additional department priorities and communicate with supervisor regarding issues and events that impact job performance and customer satisfaction. |
| 7. | Collaborate: <ul style="list-style-type: none"> a. With teachers, support personnel, administrators, and colleagues to solve problems and complete projects to enhance instruction and improve student outcomes. b. With colleagues in team and building-based meetings and discussions. |
| 8. | Demonstrate a commitment to: <ul style="list-style-type: none"> a. Understand, appreciate, and make accommodations for student diversity. b. Support all Poudre School District policies, procedures, and expectations. c. Provide personal and professional excellence. |
| 9. | Participate in: <ul style="list-style-type: none"> a. Department, team, building, and district meetings and discussions. b. Social, cultural, interscholastic, and extracurricular activities. c. Professional growth opportunities. |
| 10. | Attend work and arrive in a timely manner. |
| 11. | Perform other duties as assigned. |

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree with proper teaching or special services provider licensure program required.

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- Experience instructing students in a classroom setting preferred.
- Experience leading adult learning preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado educator license with appropriate endorsements required.
- CPR and First Aid certifications encouraged.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Facilitation of adult learning.
- Ability to connect the use of instructional systems and programs directly to teaching and learning.
- Experience using and maintaining instructional systems and programs such as but not limited to Enrich, Engrade, etc.
- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills, ability to build quick rapport and relationships among staff.
- Critical thinking and problem-solving skills.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | # of EMPLOYEES |
|------------------------|------------------------------------------------------|----------------|
| Direct reports: | This job has no direct supervisory responsibilities. | 0 |



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|--------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | X | |
| Walk | | | X | |
| Sit | | | X | |
| Use hands to finger, handle, or feel | | X | | |
| Reach with hands and arms | | X | | |
| Climb or balance | X | | | |
| Stoop, kneel, crouch, or crawl | X | | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | X | | |
| Up to 25 pounds | X | | | |
| Up to 50 pounds | X | | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|----------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | X | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | | X |
| Instruct | | | | X |
| Compute | | X | | |
| Synthesize | | X | | |
| Evaluate | | | | X |
| Interpersonal Skills | | | | X |
| Compile | | X | | |
| Negotiate | X | | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | | X | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |



| VISION DEMANDS: | Required |
|-----------------------------------------------------------|-----------------|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | |
| Depth perception | |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|---------------------|-----------------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |