Omaha Public Schools
Project Coordinator, Digital Citizenship/Common Sense Media (130736306)

JOB POSTING

Job Details

**Title:** Project Coordinator, Digital Citizenship/Common Sense Media

**Posting ID:** 130736306

**Job Title:** Project Coordinator, Digital Citizenship/Common Sense Media

**Location:** Information Management Services, Teacher Administrative Center (T.A.C.), 3215 Cuming St. Omaha, NE 68131

**Reports To:** Director of Information Management Services

**Work Schedule/FLSA Status:** 12 month/ 261 day, Salaried / Exempt

**Salary Schedule:** OSAA Level 2

**Position Purpose:** The Project Coordinator of Digital Citizenship assumes the responsibility of digital citizenship training in partnership with Common Sense Media.

**Essential Performance Responsibilities**

- Coordinate and project manage the implementation of Common Sense Media’s education efforts with OPS aligning to district strategic academic priorities. *(such as supporting the Portrait of a Graduate, staff professional development, improving SEL skills and family supports).*
- Help support a focus on increased access and digital equity to transform student learning using Common Sense Media resources.
- Work with the Student and Community Services Administrators (Counseling Supervisor, Multi-Tiered System of Support for Behavior (MTSSB) Supervisor, Social Emotional Learning Supervisor), Curriculum and Instruction Support department’s Teaching & Learning Consultants in key curricular integration areas and IMS tech trainers to develop customized implementation plans for Common Sense Media’s education resources and parent outreach efforts throughout the district.
- Assist district staff in using Common Sense resources in the evaluation and selection of Ed Tech Tool so staff can make informed choices about safety and privacy of the learning tools they are selecting.
- Work with OPS school principals and program directors to develop customized implementation plans for Common Sense Media’s Education resources, and parent outreach.
- Nurture and cultivate educators and schools to integrate digital citizenship with the goal of ultimately earning Common Sense Educator, School, and/or District Recognition.
- Facilitate in-person professional development for teachers, principals, and others in school buildings, as well as for OPS trainers by leading train-the-trainer sessions and providing support and development opportunities as needed.
- Establish relationships with ESU’s state-wide, to provide training to address digital citizenship and digital learning topics as available.
- Evaluate programming through both quantitative and qualitative assessments, including developing case studies of individual schools and educators, as well as piloting new resources, and gathering survey feedback for reporting to grant.
- Maintain and report grant financial records.
- Advocate for student data privacy through coordination and general professional development for staff around privacy.
- Develop new partnerships with community groups and organizations *(such as after school programs or community-based programs that directly support OPS students.)* to align specific OPS needs and solutions.
- Works and collaborates as part of two different teams: the Omaha Public Schools’ School Improvement, and Innovations team and the Common Sense Education Outreach
• Participates in remote calls and collaboration with the Common Sense Media home office, located in San Francisco multiple times per week.
• Participates in development and facilitation of National Common Sense Media professional learning opportunities.

**Knowledge, Skills, and Abilities:**

• Minimum of master’s degree with appropriate course work in areas in administration is required.
• A valid Nebraska Teaching Certificate with endorsement in the area of administration and supervision is required.
• A minimum of five years successful teaching experience at the elementary or secondary level is required. Experience at both levels is preferred. Successful teaching experience in a multiculturally diverse urban setting is preferred.
• Demonstrated knowledge of the Common Sense Media’s education curriculum and resources.
• Advocate and practice safe, legal, and responsible use of information technology.
• Exhibit leadership for digital citizenship.
• Exemplary skills in developing and facilitating multi-modal presentation and professional development.
• Demonstrated knowledge of education curriculum content.
• Exemplary organizational, oral, and written communication skills.
• The skills pertinent to foster positive human relationships and the ability to work effectively with instructional staff, students, parents, administrators, and the community.
• Extensive knowledge of both Office 365 and Google Suites for task management across both employers’ platform.

**Additional Duties:**
Performs other related tasks as assigned by the board of education through the Superintendent of Schools or the Trustees.

**Equipment:** This position may require the ability to use of SMART boards and iPads as well as basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with OPS’s guidelines for equipment use.

**Travel:** Travel between schools and central offices will be required.

**Physical and Mental Demands, Work Hazards:**

• Must be able to respond rapidly in emergency situations.
• Must have organization, time management, communication, and interpersonal skills.
• Work in school building environments.

**Interrelations:**

• Contact with personnel within the district and with customers and vendors.
• Will be working under the direct supervision of central office administration in specified department in order to complete day to day tasks.
• Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy.
• Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues.
• Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service.

**Employee Punctuality and Appearance**

• In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave.
• Any deviation from assigned hours must have prior approval from the employee’s supervisor or building administrator.
• All employees are required to report to work dressed in a manner that reflects a positive image of Omaha Public Schools and is appropriate for their position.
• Regular attendance is important.
Terms of Employment
This position is treated as a full-time exempt certified position. The terms of your employment will be governed by applicable state laws regulating employment or teaching in a Nebraska public school and Board of Education policies, as those laws and policies may change from time to time. If your position is represented by a collective bargaining representative, then your employment will also be governed by a negotiated agreement between OPS and that collective bargaining representative.

Terms of employment are contingent upon:

- Verification of a valid Nebraska Teaching License or other required license.
- A background check which demonstrates background is acceptable for the position sought and working with or around students.
- Verification of U.S. Citizenship or legal authorization to work in the United States.
- Successful completion of a tuberculosis skin test (if required by federal law for your position).
- Execution and delivery to OPS of an Administrator Contract presented by OPS. (If applicable).

Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities, employment, and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Director for the Office of Equity and Diversity, 3215 Cuming Street, Omaha, NE 68131. (531-299-0307)

The Omaha Public School District is committed to providing access and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation in the application process please contact the human resources department at 531-299-0240.

Shift Type
Full-Time

Salary Range
$72,823.52 / Per Year

Location
Teacher Administrative Center

Applications Accepted
Start Date 08/23/2021
End Date 09/08/2021