

TITLE: TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. Bachelor's Degree in Business and/or Technology; Master's Degree Preferred
2. Demonstrated leadership in website design and software integration
3. Assist in the planning, organizing, and implementation of professional development.
4. Proven ability to collaborate with administration, teachers, and other staff members
5. Excellent communication, presentation, and interpersonal skills.
6. Ability to manage multiple projects and priorities effectively.
7. Strong understanding of current educational technology trends and best practices.
8. Required criminal history check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Director of Technology & Assessment

JOB GOAL: The role of the Technology Coordinator focuses on supporting teachers in effectively utilizing technological resources to improve student learning outcomes and fostering innovative teaching practices within the district.

PERFORMANCE RESPONSIBILITIES:

Technology

1. Collaborate with teachers to integrate technology into the curriculum, aligning with district educational goals and standards.
2. Develop and deliver professional development sessions, workshops, and one-on-one coaching to train teachers on the effective use of instructional technology tools and resources.
3. Create instructional materials and resources that support the integration of technology in the classroom.
4. Promote the use of digital tools and resources that enhance student engagement, personalized learning, and differentiated instruction.
5. Monitor and evaluate the effectiveness of instructional technology programs and initiatives.
6. Collect and analyze data to assess the impact of technology on student achievement and teacher effectiveness.
7. Provide regular reports and feedback to the Director of Technology Assessment on the status of instructional technology integration.
8. Maintain an inventory of instructional technology equipment and resources.
9. Coordinate the procurement and deployment of new technology tools and resources.
10. Ensure proper storage, security, and maintenance of all instructional technology equipment.

Curriculum and Instruction

1. Work with curriculum coordinators and instructional staff to design and implement technology-enhanced curriculum units and lessons.
2. Identify and evaluate educational technology resources, software, and applications to support instructional goals.
3. Provide guidance on best practices for integrating technology in various subject areas and grade levels.
4. Creates presentations and tutorials to support ongoing professional development focused on district-wide curriculum and personalized learning.

Meetings and Committees

1. Assist in the planning to support district wide initiatives including the mentoring program and professional development to support staff **with** the focus on the integration of technology to meet district goals.

Constructive Interaction with Staff

1. Meets on a regular basis with faculty for the purpose of integrating technology across the curriculum to help guide the implementation of the district curriculum.
2. Coordinate and implement data analysis review on the impact of instructional technology resources and pupil academic progress
3. Serve as a liaison between the technology department and instructional staff to facilitate communication and collaboration.
4. Participate **in** district-wide committees and initiatives related to instructional technology.
5. Collaborate with school administrators and teachers to develop and implement technology plans and initiatives that align with the district's strategic goals.
6. Collaborate with TIMs and Webmasters to keep them abreast of the latest technology updates related to the district's digital resources including Google Workspace for Education and curricular subscriptions.

Information and Resources

1. Makes recommendations for modifications to the technology department's digital resource library for teachers to support district-wide curriculum.
2. Keeps abreast of and interprets to the staff the current technology trends related to district curriculum to improve teaching and learning.

Other

1. Compilation of data to support the identification process for the Gifted & Talented Program
2. Maintains the district personnel database for the purpose of the implementation of proper technology resources.

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3. Support the technology department/G&T budgetary process for the purpose of securing quotes from vendors, encumbering funds, and processing purchase orders related to instructional technology and the Gifted and Talented Program.
4. Assisting the Director of Technology and Assessment in maintaining the district website.
5. Assists and performs other duties as may be assigned by the Director of Technology and Assessment.

Terms of Employment: 12-month position

Annual Evaluation: Performance of this job will be evaluated annually in accordance with the state law and the provisions of the board's policy of evaluation of non certificated staff.