Merrimack School District

Technology Coordinator

Role Description

TITLE: Technology Coordinator

REPORTS TO: School Principal of assigned schools and Director of Technology

QUALIFICATIONS:

- Certification from the State of New Hampshire
- A minimum of three years' experience in a technology-related role, preferably in a school setting
- Strong interpersonal and relational skills

JOB GOAL:

Program Coordination:

- Supports educators, students, and families in the use of district Learning Management System (LMS) and other online instructional platforms
- Supports implementation of curriculum programs, instructional technology, and digital literacy instruction
- Serves on relevant committees as needed where technology, instruction and material selection intersect. Evaluates educational software, applications, and equipment in coordination with district Curriculum, Instruction, and Technology Committee (CIT)
- Identifies areas for training and coaching for educators on instructional technology as well as productivity applications
- Researches and identifies instructional technology and makes recommendations to curriculum committees and district administrators
- Researches and identifies programs for digital literacy, technology skills, STEAM learning opportunities
- Ensures compliance with national and state standards relative to educational technology, digital literacy, and STEAM programs
- Collaborates with district technology staff and curricular leaders to ensure technology programs are comprehensive, cohesive, and integrated into curricular areas
- Serves on Building Leadership Teams

District Information and Application Support:

- Provides training for educators in LMS course design, tool integration, ensuring effective communication, and ease of use for students and families.

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- Supports student access to online resources through Single Sign On services such as ClassLink configuration and rostering, integrations with Office365, Google, and Canvas.
- Collaborates with Computer Systems Manager, Technology Coordinators, and Director of Technology for configuration and implementation of the district SIS (Student Information System) program and grading system.
- Provides training for middle and high school staff on the use of the district systems including student information, grading, professional development, and other productivity applications.
- Assists Director of Technology with application review and vetting for alignment and privacy requirements.

Professional Development:

- Offers technology-based workshops and coaching on technology applications
- Makes recommendations for professional development for technology use, digital literacy, and technology integration into instruction.
- Collaborates with classroom teachers to identify and implement technology in support of Universal Design for Learning.

Student Instruction:

- Consults with building principals and Digital Learning Specialists to coordinate and provide instruction that directly supports the International Society for Technology in Education (*ISTE) Student Standards and district digital literacy curriculum*
- Collaborates with Digital Learning Specialists and classroom teachers to support the integration of technology skills into classroom instruction

Network:

- Meets with Network Technology Team members (Director of Technology, Network Administrator, District Technicians, Technology Coordinators, Digital Learning Specialists) to coordinate cohesive planning for and use of district network resources.
- Works with the Director of Technology to:
    - Identify and coordinate district training and support for all technology for staff and students such as cybersecurity and instructional equipment.
    - Report equipment for repair through web-based tracking system
    - Identify areas where network performance needs attention as building use shifts or programs change

Other:

- As needed, serves as a consultant to building evaluation team in determining appropriate assistive technologies
- Other duties as assigned by Building Administration or Director of Technology

TERMS OF EMPLOYMENT: Teaching contract year

Physical Activity Requirements:

Lift up to 10 lb.	N	R	O	**F**	C
Lift 11 to 25 lb.	N	R	O	**F**	C
Lift 26 to 50 lb.	N	R	**O**	F	C
Lift over 50 lb.	N	R	**O**	F	C
Carry up to 10 lb.	N	R	O	**F**	C
Carry 11 to 25 lb.	N	R	**O**	F	C
Carry 26 to 50 lb.	N	R	**O**	F	C
Carry over 50 lb.	N	R	**O**	F	C
Twisting	N	R	**O**	F	C
Bending	N	R	**O**	F	C
Crawling	N	R	**O**	F	C
Squatting	N	R	**O**	F	C
Kneeling	N	R	**O**	F	C
Crouching	N	R	**O**	F	C
Climbing	N	R	**O**	F	C
Balancing	N	R	**O**	F	C

Work Surface(s)

Reach above shoulder height	N	R	**O**	F	C
Reach at shoulder height	N	R	**O**	F	C
Reach below shoulder height	N	R	**O**	F	C
Push/Pull	N	R	**O**	F	C

KEY

N = not required

R = rarely

O = occasionally

F = frequently

C = constantly

Hand Manipulation

Grasping	N	R	O	**F**	C
Handling	N	R	**O**	F	C
Fingering	N	R	**O**	F	C
Torquing	N	R	**O**	F	C

Controls and Equipment:
Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	Consecutive Hours	Total Hours
Sit	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**

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Stand	1	2	**3**	4	5	6	7	8		1	2	3	4	5	6	7	**8**
Walk	1	2	**3**	4	5	6	7	8		1	2	3	4	5	6	7	**8**

Cognitive/Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for taking instruction/direction from others.
Sight:	Necessary for doing job effectively
Taste/Smell:	Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:

Exposure to typical building-related hazards and materials.
Exposure to outdoor exposures