



DISTRICT INSTRUCTIONAL TECHNOLOGY COORDINATOR

Qualifications:

1. Master's degree in instructional technology or curriculum and instruction is strongly preferred.
2. A minimum of five years of successful teaching experience.
3. Ability to work with a wide variety of technology abilities of all ages.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Principals

Job Goal: The primary responsibility of the District Instructional Technology Coordinator is to support transformational teaching and learning through the use of technology. To provide leadership and guidance in the development, implementation, and coordination of the District's Technology Curriculum by promoting best practices in instructional technology throughout the District.

Performance Responsibilities:

Instructional Support

- Provides support for PLCs in the use of technology to support student learning.
- Directs the use of the Learning Management System for efficient use of instructional efficiency.
- Create and manage a system for the approval, renewal, and discontinuation of iPad apps (*Learn Platform*).
- Train staff on technology tools that support student learning.
- Determine the best use of technology for instructional practices that enhance student learning and assist teachers in the implementation of best practices.
- Attend weekly building leadership meetings.
- Attend monthly professional learning leadership meetings at both buildings.
- Prepare data and reports from assessment databases, and provide access for administrators.

Curriculum Support

- Lead the development and implementation of a technology literacy curriculum in Kindergarten through eighth grade.
- Research best practices for educational technology and assist teachers in applying them in the classroom.
- Create and manage a system for administering curriculum supplemental programs. (ex. IXL, Lexia, Aleks, etc.)
- Create and manage a system for approving and maintaining supplemental curriculum materials such as apps and subscriptions services. (ex. World Book, Pebble Go, Nearpod, etc.)

Coordination and Leadership

- Work with Administration to develop, implement and oversee the district-wide Technology Plan.

- Create and deliver reports as needed to the school board and district leadership.
- Facilitates and leads tech department meetings.
- Coordinate technology support with the Coordinator of Technology Services
- Work with administration in the staff development planning for the District.
- Contribute to the strategic planning/SIP process.
- Work with the technology team in troubleshooting application malfunctions.
- District Coordinator for state testing, and local testing (ex. NWEA, KIDS, IAR, ISA, DLM, ACCESS, etc.).
- Work with academic leaders to create/maintain school-wide academic consistency for technology platforms, systems, and technology initiatives.
- Coordinate with the Coordinator of Technology Services for the implementation of the *Learn Platform* to help meet the SOPPA requirements.
- Monitor the technology budget and help plan and prioritize expenditures.

Terms of Employment:

Salary to be established by the Board of Education on an annual basis in accordance with the Collective Bargaining Agreement.

210 days in conjunction with Media Specialist position

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy and the Union Collective Bargaining Agreement on teacher evaluation.