Hiring Three Technology Coordinators

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**Introduction**

In 2016, the superintendent of the North Bergen School system noted that three new schools were going to open and would require the hiring of three educational/instructional technology coordinators. These educational technology coordinators would serve their respective assigned facilities on the scale of a supervisory role. Frazier (2012) notes that the educational technology coordinator plays a key role in the leadership of a given school district. Moreover, the educational technology coordinators typically serve a variety of roles, including but not limited to, district technician, trainer, curriculum consultant and policy maker (Frazier, 2012; Marcovitz, 1998).

Therefore, the job of Instructional Technology Coordinator supervisor was established for the purpose/s of planning, implementing, directing and maintaining the district's applications and use of technology within the elementary, middle school and high schools’ instructional curriculum; evaluating and providing recommendations regarding complementing classroom instruction with software applications and computer technology; and assisting administrators and teachers. Frazier noted how the role of educational technology coordinator can vary significantly and that clarity of role is required in terms of what falls into their purview (Frazier, 2012). In order to bring clarity to the role of the educational technology coordinator, the following job descriptions, policies and procedures were developed. Moreover, observation procedures using the “Danielson Model for Instructional Specialists” are included as well.

**Job Description**

 **Elementary School, Educational Technology Coordinator**

The position of elementary school Educational Technology Coordinator Supervisor requires a candidate that will plan, implement, direct and maintain the district’s application and use of age-appropriate technology. The candidate must provide specific projects that include technological advancement of the district’s infrastructure and encourage a culture of technology based curriculum implementation.

* The candidate will encourage a vision for digital learning throughout the district.
* The candidate will manage resources to assure that all instructional settings provide an effective technological learning environment.
* The candidate will effectively maintain the integrity of the district’s infrastructure including network devices, onsite and dial-up technology support for teachers, staff and students.
* The candidate will innovate procedures to encourage teachers to integrate technology in all content areas.
* The candidate will provide Professional Development for teachers and administrators.
* The candidate must stay at the forefront of technological innovation and implement relevant educational technologies appropriate for district’s goals.
* The candidate will encourage technological connectivity between the district and the community.
* The candidate will implement security systems to prevent unlawful access to the schools network.
* The candidate will encourage an environment of innovation and creativity.
* The candidate will expand policies and practices that will expand the digital learning environment within the district.

The candidate will work on projects that include and support district-wide technological advancement of the district’s infrastructure and encourage a culture of technology based curriculum implementation at the elementary school. The Elementary School Educational Technology coordinator reports to the High School Educational Technology Coordinator.

 **Middle School School, Educational Technology Coordinator**

The role of the Middle School Educational Technology Coordinator is to support and inspire teachers’ and students’ use and evolving integration of technology in their teaching and learning at the Middle School Campus (grades 4-8). This includes facilitating the use of age-appropriate technology in STEM Education and Project-Based Learning, collaborate with teachers on the design and integration of blended learning units in the flipped classroom, and consulting with library and media-specialists on the Library Makerspace,

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* The candidate will innovate procedures to encourage teachers to integrate technology in all content areas.
* The candidate will provide Professional Development for teachers and administrators.
* The candidate must stay at the forefront of technological innovation and implement relevant educational technologies appropriate to the district’s goals.
* The candidate will encourage technological connectivity between the district and the community.
* The candidate will implement security systems to prevent unlawful access to the schools network.
* The candidate will encourage an environment of innovation and creativity.
* The candidate will expand policies and practices that will expand the digital learning environment within the district.
* The candidate will be responsible for the Installation of educational software and applications in the middle school.
* The candidate will be responsible for maintaining the middle school technology equipment including desktops, laptops, tablets, printers, scanners, SMARTboards, and projectors

The candidate will work on projects that include and support district-wide technological advancement of the district’s infrastructure and encourage a culture of technology based curriculum implementation at the middle school. The Middle School Educational Technology coordinator reports to the High School Educational Technology Coordinator

 **High School School, Educational Technology Coordinator**

The high school Technology Coordinator will take a leadership role in the implementation of the district technology plan and advocate for improving the quality of education at the school through the use of age-appropriate technology. This candidate must work with the superintendent of schools, administrators, educators, and school staff to improve the school district educational technology, set policies, budget for resources, create professional development, disseminate technology information to parents, teachers and students, create procedures for software and hardware evaluation and assessment.

* The candidate will develop and implement the district technology plan.
* The candidate will work with principals, vice-principals, administrators and teachers to implement the district technology plan.
* The candidate will understand the district’s budgeting and spending process.
* Implement the technology plan for hardware and software acquisition including
* Requesting bids for equipment and accommodating the technological needs of each school in the district.
* Support the district policy in software development, software piracy issues.
* Maintain accurate software and hardware inventory of the district and individual schools in the district.
* Develop and implement evaluation procedures for software and hardware.
* Participate in the district research projects to assess instructional technology in the school district
* Disseminate information about technology throughout the district and actively participant in education related conferences
* Encourage the implementation of a district hiring policy that take into consideration applicants with knowledge and experience in computer technology
* Installation of educational software and applications.
* Maintain technology equipment including desktops, laptops, tablets, printers, scanners, SMARTboards, and projectors
* Collaborates with district Network administrator in maintaining the school's networks
* Develop and implements network security and backup procedures.
* Implements network procedures for system backups
* Maintains network security using anti-virus
* Provides training sessions for parents in accessing the school portal, Internet safety, using the school website to email teachers and retrieve forms during open-houses and parents’ night.

The candidate will assign the technology coordinator at each school and work with the elementary and middle school technology coordinators to implement the school’s technology plan and work collaboratively on projects that include and support district-wide technological advancement of the district’s infrastructure and encourage a culture of technology based curriculum implementation at all schools. The High School Educational Technology coordinator reports to the the superintendent of schools.

**Basic Expectations**

**Elementary School, Educational Technology Coordinator**

The Elementary School Educational Technology Coordinator will:

1. The Educational Technology Supervisor will ensure that, there an existing robust technological infrastructure.

2. The Educational Technology Supervisor will maintain equipment scalable, such as firewalls, switches and routers that form the backbone of both wired and wireless networks.

3. The Educational Technology Supervisor will provide equitable access to technology and connectivity available to all students within the school grounds.

4. The Educational Technology Supervisor will ensure that the efficient routing of information between internal users and external resources.

5. The Educational Technology Supervisor will maintain the bandwidth and current Internet usage tracked for secured Internet usage.

6. The Educational Technology supervisor will sustain ongoing coordination when ordering new technologies and maintain technology between the maintenance department within the district, and all administrators.

7. The Educational Technology Supervisor will provide ongoing support for the district’s security software to manage potential hacks, viruses up to date and working efficiently.

8. The Educational Technology Supervisor will provide the needed technical solutions to support the academic and administrative environment.

9. The Educational Technology Supervisor will be the liaison between the district and the IT resources required to maintain the network infrastructure running efficiently.

10. Maintain all network equipment (security cameras, wireless devices, desktops, all ports) running efficiently at all times.

13. Provide support for future anytime/anywhere learning environment, that might be considered for educational advancement.

14. Proactively plan for a possible “Bring Your Own Device (BYOD)”

**Middle School, Educational Technology Coordinator**

The Middle School Educational Technology Coordinator will:

1. Research and evaluate new and emerging educational technologies for the middle school, remaining mindful of maintaining the school’s academic mission
2. Develop, coordinate, and teach workshops and classes on instructional and administrative applications of various technologies, including a 2-week Technology Boot Camp for all incoming 7th graders and a 9-week Middle School Multimedia Studies course.
3. Help oversee the middle school’s Innovation Lab and teach a Middle School Design/Maker Movement course with library and middle school teachers.
4. Provide technical curriculum assistance regarding device usage, software applications, and the general instructional use of technology in the classroom.
5. Communicate information about training services and research, including preparing memos and making presentations, accompanied by handouts and/or training manuals.
6. Promote the effort to stay current with technological knowledge, skills, and educational technology trends (i.e., flipped learning and Problem based learning).
7. Serve as a liaison of technology to the department chairs, division coordinators, academic and administrative teams.
8. Network with local, regional, and national technology associations.
9. Perform other duties as assigned by the head of school, including web development, makerspace facilitation and the after school coding club.
10. Lead professional/faculty interest group (SIG/FIG) on educational technology and curriculum integration to enable the sharing of best practices for the middle school and district.

**High School, Educational Technology Coordinator**

The High School Educational Technology Coordinator will:

1. Secure resources for instructional technology and ensure that the schools’ level budgets and the district’s budget support the district's instructional technology plan.
2. Collaborate with administrators and the Elementary and Middle School technology coordinators to write grants for technology related educational programs.
3. Develop district level technology resources to be used by school level technology leaders, teachers, and students. These resources include hardware, software, and instructional materials.
4. Develop a team of people, which may include teachers and staff from the district, with a background in computer and/or interests, and involvement in technology.
5. Take into consideration existing equipment, current use and maintenance at each of the schools, allocate equipment efficiently among the schools.
6. Collaborates with teachers and administrators for technology-integration in the curriculum
7. Facilitates implementation of the New Jersey Student Learning Standards(NJSLS) and the International Standards in Technology Education (ISTE)
8. Assists teachers to utilize data to analyze students results in various assessments such benchmark and Student Growth outcome in order to form corrective instructional practice
9. Improve overall quality of education for students in the school district using technology.
10. Work with educators to incorporate technology in their lesson plans to attain the district’s goals.
11. Inform educators of trends in educational technology and work with teachers to implement them
12. Assist teachers and staff in dealing with technical issues and troubleshooting equipment to avoid frustration
13. Promotes digital citizenship and Internet safety to both students and staff

Even Though the basic expectations for the job provide similarities, roles differ depending on the vision and expectations of each building. For the educational technology high school coordinator, his/her role as a supervisor will include guiding the Elementary and Middle school educational technology coordinators.

 **Qualification Requirements**

1. Bachelor’s degree, Master’s degree preferred, in Curriculum Design, Educational Technology, or similar discipline.
2. New Jersey Standard Teacher Certification in any discipline and valid New Jersey Supervisor’s Certification
3. 5+ years of experience in curriculum coordination or educational technology
4. Demonstrated knowledge of instructional technology hardware, software, and related web-based or other tools, information technology, systems management, as well as network development and management
5. Demonstrated success working with faculty in all disciplines to identify instructional needs to enable/enhance student learning
6. 3+ years Classroom teaching experience
7. Proven experience as a personnel supervisor
8. Knowledgeable in coding using Java, C+ or C++
9. Proficiency in HTML, SQL, PHP, and CSS
10. Fluency and comfort with both PC and Macintosh operating systems
11. Fluency and proficiency with Google Apps for Education
12. Strong supervisory, organizational, technical, and analytical skills
13. Excellent interpersonal skills
14. Exceptional written and verbal communication skills
15. Detail oriented
16. Problem solver
17. Able to work collaboratively
18. Passionate about working with and inspiring school learners

**Terms of Employment:**

* 12-month position
* Full time
* Four weeks vacation
* Must be able to work after school hours and weekends as needed

 **Salary :**

According to the Bureau of Labor Statistics (2016), the median annual salary for instructional coordinators is $62,270.

**General Duties and Responsibilities**

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| **Elementary School**  | **Middle School**  | **High School**  |
| * Serves as a consultant to teachers on integrating technology in the classroom
* Troubleshoot computers hardware and software in the classroom
* Provide assistance on using technology for students with special needs
* Collaborates with teachers, students, and parents to prepare to utilize online learning programs.
 | * Facilitate the use of technology in STEM Education and Project-Based Learning.
* Collaborate with teachers on integrating blended learning units via Flipped Classroom across the district
* Consultant with librarian and media-specialists on the Library Makerspace across the district
 | * Consult with technology leaders to design and implement technology in schools.
* Provide technology to students and teachers in college readiness courses courses focusing on technology (i.e., coding, engineering and technical design)
* Consult with teachers and help students in research
* Assist teachers with district and state's assessments
* Collaborate with teachers, students, and parents to prepare and implement Flipped Learning in all grades.
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**Other Duties**

The ideal candidate’s skill set would include management of:

1. Management of the school’s external web presence (Wordpress)
2. Workshops for faculty and parents
3. Schoolwide 1:1 laptop program (Mac and PC laptops)
4. Manage Campus Network including administration of wireless access points, web filtering, router, firewall, and phone system
5. Copiers and printers
6. IT asset tracking
7. Systems administration (Google Apps for Education)
8. Audio and visual support for school events and activities
9. Purchasing of technology-related tools and equipment in coordination with Head of School and Principal
10. Serve on the Technology Policy development taskforce for the district
11. Participate in weekly status log discussions to share current duties, problems encountered, and best practices.
12. Participate in district-wide monthly educational technology coordinator team meeting to share project successes and milestones with other coordinators in the district.

**Policies and Procedures**

**Observation and Evaluation Instrument**

As the Technology Coordinator is viewed as an Instructional Support Supervisor, the evaluation Model will follow the Danielson Model for Instructional Specialists. The position is evaluated on a four point rubric. The rubric titles from low to high will be Ineffective-Partially Effective -Effective - Highly Effective.

* Domain 1 Planning and Preparation
	+ 1a: Understanding of research theories knowledge and skills
	+ 1b: Identifies the instructional needs of teachers served
	+ 1c: Identifies goals for instructional support
	+ 1d: Identifies resources for instructional support
	+ 1e: Plans instructional support program
	+ 1f: Develops plans and assessment for support
* Domain 2 The Environment
	+ 2a: Creates a respectful and emotionally safe culture
	+ 2b: Promotes a culture of continuous improvement
	+ 2c: Develops procedures for teachers
	+ 2d: Establishes norms for conduct
	+ 2e: Organizes physical space for PD
* Domain 3 Delivery of Service
	+ 3a: Collaborates with teachers to design classroom activities
	+ 3b: Addresses instructional improvement needs
	+ 3c: Engages teachers in learning
	+ 3d: Provides feedback to teachers
	+ 3e: Provides professional support
* Domain 4 Professional Responsibilities
	+ 4a: Reviews and reflects on practices
	+ 4b: Follows procedures for budget, record keeping, and reporting
	+ 4c: Coordinates improvement efforts with other specialists
	+ 4d: Engages with the larger community
	+ 4e: Enhances capacity through Professional learning
	+ 4f: Demonstrates high standards of integrity

\*Based off of the 2013 framework for teaching

**Policies and Procedures to Guide Job Performance**

* District Acceptable Use Policy - (AUP) - States district expectations for the use of technology devices, governs school time usage, inappropriate usage and often consequences for those activities
* National Educational Technology Plan (http://tech.ed.gov/netp/)
* District Technology Plan
* District Code of Conduct - Contains documentation reflecting on use of cellphones, mobile technology devices, and various other BYOD in schools.

**Possible Artifacts**

* Participation in the District’ technology Committees
* Documentation of training and Professional Development
* Participation and/or presenting in Conferences
* Transcripts

References

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