



Job Title:

Instructional Technology Coordinator

Job Type:

Full-Time; 12-month

Salary Range:

\$42,800-\$76,312 (dependent on experience and education level)

General Responsibilities:

Teaching: Prepare for and provide instruction for students in their technology special area class (1-2 classes daily).

IT: Coordinates the day-to-day technology-based operations within the school.

Essential Tasks:

As a technology teacher...

- Plan for effective instruction
- Manage student behavior and motivate students in a positive and constructive manner
- Maintain a classroom atmosphere conducive to learning and academic-related risk taking
- Demonstrate knowledge of curriculum and subject matter, specifically in the areas of robotics and coding
- Use instructional time wisely and effectively
- Maintain accurate student records
- Communicate effectively with parents
- Collaborate with other teachers and administration to meet the needs of students
- Perform related tasks as required

As the technology coordinator...

- Encourage and support use of technology devices in the classroom to enhance student learning and staff instructional practices
- Provide resources to teachers and/or instruct students in the "Ethical use of Technology" and "Internet Safety," in the classroom

- Organize and inventory all devices throughout the school (laptops, iPads, Chromebooks, Document Cameras, Projectors, etc.)
- Provide leadership in the development, management, coordination, and support of the integration of instructional technology into the school's curriculum
- Help teachers with classroom technology issues or concerns as needed daily
- Use the school firewall to monitor all student internet access for safety. Manages permissions for different groups of internet users at the school.
- Communicate with contracted companies about IT needs and concerns as needed. This ranges from needing a second opinion about technology in the building to installing larger/major technology throughout the school.
- Use the Google Admin Console to create and organize all student and staff Google accounts.
- Monitor web traffic and assist the Director of Communications with school website hosting.
- Work to develop plans for future technology needs in the building, including maintenance of equipment, hardware, and software. Places orders for the technology needed and provisions new technology.

Qualifications:

The ideal candidate will possess:

- Minimum of a bachelor's degree in the area of education
- Prior teaching experience; ideally, special education
- Knowledge and understanding of neurodivergent learners
- Strong interpersonal and organizational skills
- Networking and technology systems knowledge
- Desire to work as a member of a team