

TITLE: Information, Instruction and Innovation (IT) Coordinator

JOB GOAL: The Instructional Technology Coordinator provides knowledgeable leadership in integrating technology effectively into the school setting.

REPORTS TO: Superintendent

COORDINATES WITH: Teachers, support staff, and other professionals

SUPERVISES: Students, student assistants, parent volunteers

PERFORMANCE RESPONSIBILITIES:

1. Develop plan for integrating technology into the instructional process.
2. Assist in developing a budget that accomplishes the integration of technology into the curriculum and administers said budget.
3. Maintain the software that is involved in integrating technology into the curriculum.
4. Establish and implement an integrated K-12 Coding curriculum.
5. Assist in developing standards for acquisition, maintenance, and training for educational technologies.
6. Assist in developing long-range improvement plans, as well as technology planning and implementation as required by the Board of Education.
7. Assist in and provide professional learning and training for instructional staff, support staff, administrators, students, and volunteers.
8. Develop plan to disseminate technology integration information to staff.
9. Support training in all areas of technology integration.
10. Implement automated procedures for classification and distribution of technology integration materials.
11. Keep informed about all types of information resources and remain up-to-date on trends and developments regarding their use.
12. Evaluate, select, and order technology resources.
13. Performs any other duties deemed necessary by the school district administration.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of administrative support staff.

TERMS OF EMPLOYMENT: Twelve-month year; salary to be established by the Board.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

1. Bachelor of Science Degree or equivalent, preferred.
2. Valid Wisconsin certification
3. A minimum of three years teaching experience, preferred.
4. Knowledge of structure, and experience with PK-12 school curriculum is required.
5. Leadership and organizational skills.
6. Ability to support, and collaborate with district staff in a variety of settings.
7. Ability to establish and maintain positive relationships with staff, parents and the general public.
8. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, students, parents and community members in one-on-one and small group situations.
9. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
10. Ability to operate personal computers. Use of arms and hands for finger dexterity for operating such equipment is required.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently sit and stand and almost continuously walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move up to 50 lbs., such as computers, printers, and accessories. Specific vision abilities required by this job include close vision. The employee regularly interacts with students, staff, and parents in addition to meeting multiple demands and deadlines from several people.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 04/17/17