

Educational Technology Coordinator

Position Description

Penn Manor School District

Title: Educational Technology Coordinator

Revised: 05/24/2019

Reports To: Director of Technology

Approved: 06/03/2019

Job Summary

The Educational Technology Coordinator provides leadership and support to enrich teaching and learning with technology and strengthen the technology skills of students, teachers, and staff. This position coordinates, develops, and leads professional development and training for faculty and staff, collaborates to create technology-infused classrooms, and provides technical support for academic technologies. This position interfaces with students, staff, and faculty on a continual basis and requires a high degree of interpersonal skill, customer service orientation, and human relations ability. Examples demonstrative of high-quality service may include, but are not limited to, prompt responses to inquiries, professional and courteous verbal and non-verbal communication, and proactive problem-solving.

Primary Duties and Responsibilities

1. Support faculty with the integration of technologies such as software, hardware, coding, and robotics into their curricula, lessons, and classroom projects
2. Advise, support, and collaborate with faculty to leverage technology to develop innovative and cross-disciplinary classroom learning experiences and STEM projects
3. Supervise technology training specialists (2) and high school technology aide; coordinate district instructional technology activities and projects; monitor progress toward district academic technology goals
4. Design and deliver professional development, training, and workshops for students, staff, faculty, and parents; models technology integration in the classroom
5. Mentor and oversee the High School student technology team and summer interns; supervise High School student technology support center and makerspace
6. Collaborate with online and virtual learning program teachers and staff to configure and support online learning platforms and virtual courses; provide logistical support for virtual program technology resources
7. Provide technical troubleshooting and problem resolution for district instructional technology including desktop hardware and software, learning management systems, and web applications

8. Create and maintain technology learning resources and guides for students, staff, and teachers, which may include FAQs, knowledgebase articles, tutorials, and web sites
9. Facilitate new educational technology initiatives and strengthen partnerships between the Technology Team, faculty, staff, administration, and community
10. Collaborate with the Technology Team to proactively build accessible, equitable, and inclusive technology solutions and learning experiences for students, teachers and staff
11. Remain current in the field of educational technology by attending workshops, reading online and print publications, and observing programs in other districts & institutions
12. Perform other duties and projects assigned by the Director of Technology, Assistant Technology Director, or Leadership Team

Qualifications

A Bachelor's Degree in a related field and training or teaching experience with students and adults is required

Experience supporting a range of software, hardware, and operating systems in an academic setting is required, or a combination of education and experience as meets the district's needs.

A technology or STEM-related teacher certification is preferred

Valid Pennsylvania driver's license and access to personal transportation required

Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)

Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)

Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994

Submission of Federal Criminal History Record in accordance with Act 114 of 2006

Alternatives to the above qualifications as the Board may find appropriate and acceptable

Physical Demands

Ability to reach above and below the waist

Ability to use fingers to pick, feel and grasp objects

Ability to lift and/or carry supplies and/or papers weighing no more than 25 lbs.

Ability to mostly sit with some walking and standing or moving throughout the work environment

Visual acuity

Auditory acuity

Workplace Expectations

Ability to provide direction to others.

Ability to create and delegate assignments.

Shows initiative and the ability to complete assigned tasks without supervision.

Ability to communicate, comprehend and perform complex computations.

Ability to exercise good judgment in prioritizing tasks.

Ability to communicate effectively at all organizational levels.

Ability to appropriately handle confidential information in accordance with district policies.

Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).

Acknowledges individuals' requests and handles them in a friendly and courteous manner.

Promotes a positive team environment through active cooperation with others.

Maintains awareness of the School District's policies and procedures. Follows the chain of command.

When appropriate, incorporates progressive ideas/concepts into daily responsibilities.

Dresses appropriately for job environment.

Temperament

Must possess excellent interpersonal skills

Must be able to work in an environment with frequent interruptions

Able to make judgments and work under high level of stress

Flexibility and capability to manage multiple tasks

Maturity and integrity when handling confidential data

Ability to prioritize and work both independently and within a team

Must be able to learn and adapt to change in the work environment, accept constructive feedback, work cooperatively in group situations, and work actively to resolve conflicts

Able to establish and maintain productive, effective, and inclusive working relationships amongst diverse stakeholders

Cognitive Ability

Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

Ability to establish and maintain productive working relationships with staff, business associates, and general community.

Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.

Ability to administer policy in a manner consistent with good judgment and sound rationale.

Ability to supervise others using acceptable human relations skills.

Ability to communicate in both oral and written form.

Ability to interpret, analyze, and problem solve detailed and highly complex written and verbal communications and technical specifications

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Board Approved 3 June 2019