

# Williams Bay School District

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**Position Title: Technology Coordinator**

**Reports to: District Administrator and Building Principals**

## **Job Goal:**

Ensures that the District's investment in technology results in well-informed and technologically literate students and staff. Works with administration to ensure that the district provides technology resources that enhance instruction and learning. Facilitates the use of technology resources for the improvement of communication with parents and the community.

## **Required Qualifications:**

- Holds a bachelor's degree in education and a current Wisconsin teaching certificate.
- At least three years of successful, full-time experience as a classroom teacher preferred.
- Advanced degree or training in Computer Science or a related field with an emphasis on the integration of educational technology.
- A minimum of two years experience delivering and integrating technology in instructional programs for Pre-K – 12<sup>th</sup> grade students.
- Experience in managing social media applications.

## **Performance Expectations:**

- Works closely with district administrators and stakeholders to develop a shared vision for meaningful and effective use of technology and the steps needed to meet the Board's Strategic Plan.
- Leads and facilitates the District Technology Committee to review and revise the district's long-range technology plan and to make it consistent with the district's strategic plan.
- Identifies, develops, and reports technological needs assessment results for the purpose of directing student and teacher growth toward technology literacy and technology use.
- Provides leadership, support, and professional learning opportunities for the integration of information technology standards in all areas of the curriculum and the instructional practices of the district for the purpose of improving student learning.
- Provides leadership and acts as a resource for teachers by planning, collaborating, organizing, mentoring, and facilitating change to improve student learning through the use of instructional technology.

- Supports and collaborates with teachers to design, develop, and infuse digital learning experiences.
- Collaborates in the evaluation, selection and implementation of instructional technology material and software.
- Promotes and demonstrates the use of new technologies and media to meet identified academic standards.
- Collaborates with Library Media Specialists to incorporate information technology standards into all areas of the curriculum.
- Researches, evaluates, and implements appropriate, current, and emerging trends and developments in instructional technologies, including information access and delivery systems, networking, and telecommunications.
- Works with Library Media Specialists to keeps all staff informed of societal and ethical issues related to technology, including the impact of technology on society, censorship, equity, access issues, rights to privacy, copyright laws, and fair use guidelines.
- Evaluates, selects, and maintains a database of online resources for students, teachers, and parents that support and enhance the district curriculum.
- Designs and maintains the Williams Bay School District website that provides communication and resources to students, staff, parents, and community members.
- Maintains district history wall.
- Oversees all district social media sites.
- Coordinates with appropriate staff to implement state and district testing programs.
- Maintains records for email addresses, software programs, and district testing.
- Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to instructional technology.
- Shows professional growth by continuing with education, attending conferences and workshops, keeping current on new technology developments, and reading professional literature.
- Provides day-to-day management of technology, including help desk support and Chromebook distribution and repair.
- Develops and maintains a technology budget, both annually and long-range. Works with the technology committee and District Administrator to create a budget.
- Performs such other tasks as may be assigned by the District Administrator and building principals.

### **Terms of Employment:**

Salary and work year to be established by the School Board of the Williams Bay School District.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

**Evaluation:**

Performance of this job will be evaluated annually in accordance with provisions of Board of Education's policy on evaluation of Performance for certified staff.

APPROVED: April 26, 2021