

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: District Technology Coordinator

QUALIFICATIONS:

Education /Certification

- Maine Department of Education certification as a computer technology teacher (680) or as an assistant building administrator (045) or higher preferred
- Bachelor's Degree in Educational Technology or related field; Masters Degree preferred
- Three years successful experience with technology in an educational environment; technology leadership experience preferred

Special Knowledge/Skills

- Knowledge of multiple platforms and operating systems, related technologies, and resources to support ICT standards and instructional integration
- Working knowledge of networking hardware, systems, and infrastructure requirements
- Strong skills in communicating and collaborating
- Working knowledge of technology staff development practices and working with adult learners
- Ability to evaluate existing programs and recommend new initiatives relative to classroom instruction and administrative technology use

REPORTS TO: Superintendent of Schools

SUPERVISES: Computer technicians, district data facilitator, library and instructional technology specialists, webmaster and volunteers as assigned.

JOB GOAL:

To use leadership in the area of technology for the school district that supports the mission, vision, and values of the Cape Elizabeth Schools and to provide leadership and assistance in all aspects of technology for municipal departments.

PERFORMANCE RESONSIBILITIES:

- Prepares and administers the district-wide technology budget and collaborates with district/town business manager; researches and develops supplemental funding proposals for the district (e.g. grants, E-rate)
- Coordinates the evaluation, purchase, and distribution of technology equipment and materials to ensure the district and town needs are being met in a cost-effective manner and are aligned with the technology plan and district/town goals
- Maintains an inventory of technology equipment and materials for the district and town

District Technology Coordinator

Job Description

- Develops and implements policies and procedures to safeguard the integrity and security of all district/town computers including network security, back-up procedures, and maintenance.
- Collaborates with district and town administration regarding professional training needs of staff and serves as a member of the District Leadership Team
- Assumes responsibility for own professional growth
- Chairs/coordinates the district-wide Technology Steering Committee and subcommittees and oversees the development of a long-range technology plan for the use of present and emerging technologies designed to improve the teaching/learning process
- Reports as requested to the School Board/Town Council on the status of the technology plan and technology use in our schools/town
- Acts as the school district's liaison with parent groups, statewide technology organizations and initiatives (Maine State Library Network–MSLN & Association of Computer Technology Educators of Maine–ACTEM)
- Oversees administration of district-wide and town network services and serves as liaison with contracted maintenance vendors and coordinates on-site technicians' work (email, student information system, Internet, phones, etc.)
- Provides leadership and serves as a resource person to district staff in the area of technology and helps facilitate effective integration of technology into the K-12 curriculum.
- Coordinates, supervises, and evaluates the School Department/Town computer technicians, library and instructional technology specialists, district data facilitator, and volunteers as assigned
- Performs other duties as assigned by the Superintendent

TERMS OF EMPLOYMENT:

Applicable terms of the Cape Elizabeth Administrators Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

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NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Orig Approved: June 13, 2006

Revision Approved: June 20, 2012
