

Hiring of Technology Coordinators

Giancarlo Perez-Flores

New Jersey City University Educational Technology Leadership Program

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Dr. Tracy Amerman

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The West New City school district is opening three new schools in Fall 2022. A new elementary school, middle school, and high school will soon open their doors for our community. Our district has a strong technology vision and needs three driven and innovative Educational Technology Coordinators for our schools. The schools will implement cutting-edge technology and the new STEAM initiatives for our students. The Educational Technology Coordinators will help make our district's technology vision a reality.

The Educational Technology Coordinators (ETC) will be responsible for managing the technology in the school and implementing the district's technology initiatives. The ETCs are responsible for the successful integration of educational technology into the academic curriculum, as well as collaborating with key building stakeholders to develop appropriate professional development for staff (Frazier & Harrington, 2017). Additionally, ETCs will manage general and content-specific online platforms, including maintaining licenses and handling staff and student credentials.

The ETC position requirements and responsibilities are fundamentally similar for all three schools, elementary, middle, and high. Although, each school will utilize grade-appropriate educational technologies. Similarly, the 1-to-1 device initiative uses different devices based on grade-level features. While each ETC will focus on their building duties, collaboration is crucial for successfully implementing the district's technology vision.

The ETC positions are twelve (12) month, tenure-track contracts. The ETC's salary is based on the West New City School District contract's salary guide, starting at \$59,500, and is

commensurate with years of experience in the field and academic level. More information is included in the job descriptions in the following section.

Job Descriptions

Position: Elementary School Educational Technology Coordinator

Job Description Summary:

The Educational Technology Coordinator is responsible for implementing, coordinating, and evaluating our district's technology vision and plan. Additionally, the coordinator will closely collaborate with building administrators and department supervisors to provide training and assist teachers with implementing general and content-specific educational technology to provide equitable success for all our students.

This position reports directly to the Director of Instructional Technology & Curriculum and works closely with building administrators.

Qualifications:

Experience:

Minimum of five (5) years, or more, of successful teaching experience in the elementary public-school setting. Preference will be given to applicants with successful experience in leadership roles.

Education:

Bachelor's degree in educational technology or related field from an accredited institution is required. Master's degree with leadership component preferred. A New Jersey teacher standard certificate is required; School Leaders standard certification is preferred.

Distinguishing Characteristics:

- Knowledge of curriculum development, elementary school state standards, instructional strategies, student data analysis, and current educational technology trends
- Experience with NJSLA testing, learning management systems (LMS), various educational technology platforms like Google Educational and IXL required
- Experience with Apple, PC, and Chromebook devices
- Excellent communication skills and the ability to collaborate with diverse stakeholders

Essential Duties & Responsibilities:

- Support and implement the district's technology vision.
- Oversee the implementation, assessment, and maintenance of all hardware in the elementary school
- Develop and assess continuous professional development for teachers and staff on current and future technology and model best practices for teachers in the classroom.
- Maintain student and teacher credentials for LMS and all educational technology platforms in the elementary school
- Maintain all educational technology platforms' licenses and contracts
- Maintain and support teacher PC laptops, classroom PC desktops, and smart projectors
- Manage the elementary school's 1-to-1 device program for iPads (grades 1-3), and Chromebooks (grades 4-6)
- Coordinate educational technology initiatives between the district and the elementary school like digital citizenship and STEAM program devices like photon robots

- Coordinate and collaborate with other technology coordinators on the secure transition of student data between the elementary school and the middle school
- Maintain and provide support for the school website, social media accounts, and digital communications in collaboration with school administrators

Term of Employment & Salary:

The Educational Technology Coordinators are twelve (12) month, tenure-track positions. The salary is based on the West New City School District contract's salary guide, starting at \$59,500, and is commensurate with years of experience in the field and academic level.

Position: Middle School Educational Technology Coordinator

Job Description Summary:

The Educational Technology Coordinator is responsible for implementing, coordinating, and evaluating our district's technology vision and plan. Additionally, the coordinator will closely collaborate with building administrators and department supervisors to provide training and assist teachers with implementing general and content-specific educational technology to provide equitable success for all our students.

This position reports directly to the Director of Instructional Technology & Curriculum and works closely with building administrators.

Qualifications:

Experience:

Minimum of five (5) years, or more, of successful teaching experience in the middle school public-school setting. Preference will be given to applicants with successful experience in leadership roles.

Education:

Bachelor's degree in educational technology or related field from an accredited institution is required. Master's degree with leadership component preferred. A New Jersey teacher standard certificate is required; School Leaders standard certification is preferred.

Distinguishing Characteristics:

- Knowledge of curriculum development, middle school and subject-specific state standards, instructional strategies, student data analysis, and current educational technology trends
- Experience with NJSLA testing, learning management systems (LMS), various educational technology platforms like Google Educational and IXL required
- Experience with Apple, PC, and Chromebook devices
- Excellent communication skills and the ability to collaborate with diverse stakeholders

Essential Duties & Responsibilities:

- Support and implement the district's technology vision.
- Oversee the implementation, assessment, and maintenance of all hardware in the elementary school
- Develop and assess continuous professional development for teachers and staff on current and future technology and model best practices for teachers in the classroom.
- Maintain student and teacher credentials for LMS and all educational technology platforms in the middle school
- Maintain all educational technology platforms' licenses and contracts
- Maintain and support teacher PC laptops, classroom PC desktops, and smart projectors
- Manage the middle school's 1-to-1 device program for Chromebooks (grades 7-8)
- Coordinate educational technology initiatives between the district and the middle school like digital citizenship and STEAM program devices like 3D printers and drones

- Coordinate and collaborate with other technology coordinators on the secure transition of student data between the elementary school and the middle school, and the middle school and the high school
- Maintain and provide support for the school website, social media accounts, and digital communications in collaboration with school administrators

Term of Employment & Salary:

The Educational Technology Coordinators are twelve (12) month, tenure-track positions. The salary is based on the West New City School District contract's salary guide, starting at \$59,500, and is commensurate with years of experience in the field and academic level.

Position: High School Educational Technology Coordinator

Job Description Summary:

The Educational Technology Coordinator is responsible for implementing, coordinating, and evaluating our district's technology vision and plan. Additionally, the coordinator will closely collaborate with building administrators and department supervisors to provide training and assist teachers with implementing general and content-specific educational technology to provide equitable success for all our students.

This position reports directly to the Director of Instructional Technology & Curriculum and works closely with building administrators.

Qualifications:

Experience:

Minimum of five (5) years, or more, of successful teaching experience in the high school public-school setting. Preference will be given to applicants with successful experience in leadership roles.

Education:

Bachelor's degree in educational technology or related field from an accredited institution is required. Master's degree with leadership component preferred. A New Jersey teacher standard certificate is required; School Leaders standard certification is preferred.

Distinguishing Characteristics:

- Knowledge of curriculum development, elementary school state standards, instructional strategies, student data analysis, and current educational technology trends

- Experience with NJSLA testing, learning management systems (LMS), various educational technology platforms like Google Educational and IXL required
- Experience with Apple, PC, and Chromebook devices
- Excellent communication skills and the ability to collaborate with diverse stakeholders

Essential Duties & Responsibilities:

- Support and implement the district's technology vision.
- Oversee the implementation, assessment, and maintenance of all hardware in the high school
- Develop and assess continuous professional development for teachers and staff on current and future technology and model best practices for teachers in the classroom.
- Maintain student and teacher credentials for LMS and all educational technology platforms in the elementary school
- Maintain all educational technology platforms' licenses and contracts
- Maintain and support teacher PC laptops, classroom PC desktops, and smart projectors
- Manage the high school's 1-to-1 device program for Chromebooks (grades 4-5)
- Coordinate educational technology initiatives between the district and the high school like digital citizenship and STEAM program devices like 3D printers, drones, and competition robots.
- Coordinate and collaborate with other technology coordinators on the secure transition of student data between the middle school and the high school
- Maintain and provide support for the school website, social media accounts, and digital communications in collaboration with school administrators

Term of Employment & Salary:

The Educational Technology Coordinators are twelve (12) month, tenure-track positions. The salary is based on the West New City School District contract's salary guide, starting at \$59,500, and is commensurate with years of experience in the field and academic level.

Policies and Procedures Manual

Evaluations & Observations

The performance of the Educational Technology Coordinator (ETC) will be evaluated annually by the Director of Instructional Technology & Curriculum through observations and student growth objectives (SGOs) in accordance with district policy and state requirements (NJ Department of Education, 2016). The observations will be scored using the appropriate rubric for Educational Technology Coordinators aligned with the Danielson Framework (2013) for Teaching observations (Appendix A). The ETC observation rubric consists of four core domains which focus on:

1. Planning and preparation – for example, identify the instructional practice needs of the teachers and staff in their building
2. Environment – for example, creates a respectful and safe culture for cross-content collaboration
3. Delivery of services – for example, collaborating with teachers to design creative and innovative uses of educational technology in their lessons
4. Professional responsibilities – collaborate with other educational technology coordinators to implement the district's technology vision

The director will use the rubric to score the employee in each domain as ineffective *1*, partially effective *2*, effective *3*, and highly effective *4*. The employee will be evaluated three times a year if non-tenured and twice a year when tenured. The annual summative score will be based on the average of the three observation scores. While the state does not currently require SGOs, the evaluator will consider the results for instructional development (NJ Department of

Education, 2013). The evaluator will use the summative scores to determine the effectiveness of the employee and the areas for growth. Complete rubric and additional evaluation guidelines will be available in the Employee Evaluation Portal at the start of the yearly evaluation cycle.

Job Expectations

The Educational Technology Coordinator is the leading person responsible for implementing the district's technology vision in their building. The ETC is expected to collaborate with key stakeholders at various levels in the district closely. At the district level, the coordinators will meet with the Director of Instructional Technology & Curriculum and other ETCs to maintain and update the implementation of the district's technology plan. Similarly, ETCs will collaborate with the administration in their school to maintain the network, hardware, software, and building-specific educational technologies. ETCs are expected to continuously assess teacher instructional technology needs and conduct professional development opportunities for the building staff.

Along with ensuring the successful implementation of educational technology, ETCs will assess the effectiveness of technology usage in the classroom using the PICRAT framework (Kimmons et al., 2020). Furthermore, ETCs are responsible for managing all district technology initiatives for student devices and online credentials. Coordinators are expected to maintain the school's website and facilitate digital communication with students and parents. Additionally, ETCs are expected and encouraged to continue seeking professional development to remain current with educational technology trends and innovative instructional practices.

Duties & Responsibilities

The duties and responsibilities of the Educational Technology Coordinator are fundamentally similar at each level. The minor differences in responsibilities between the elementary, middle, and high school levels involve the particular applications of content-specific educational technology. Additionally, the 1-to-1 device initiative varies depending on the student's grade level.

Forms

All forms and guidelines are hosted in a district drive and must be completed as needed.

Some of the forms directly related to the position of ETC include:

- Observation Rubric
- SGO template
- Acceptable Usage Policy forms
- Professional Development request form
- Professional Development template
- Professional Development facility request form
- Device Management template
- Technology Request form
- Technology Inventory form

References

Danielson, C. (2013). *The framework for teaching evaluation instrument* (13th ed.).

Frazier, M., & Herrington, D. (2017). *The technology coordinator's handbook* (3rd ed.). ISTE.

NJ Department of Education. (2016, October). *Evaluating Educational Services Professionals and Other Specialists*. The State of New Jersey. Retrieved November 1, 2021, from <https://www.nj.gov/education/AchieveNJ/intro/SpecialistsandOthersOverview.pdf>

Teachscape. (n.d.). *Rubrics for Instructional Specialists*. Orange Public Schools.

https://www.orange.k12.nj.us/cms/lib/NJ01000601/Centricity/Domain/1525/Rubric_for_Instructional_Specialists.pdf

Appendix A

Technology Coordinator Observation Rubric

Domain 1: Planning and Preparation

- 1a. Demonstrates understanding of educational technology and the supporting research
- 1b. Defines clear expectations for the use of educational technology
- 1c. Implements appropriate technology resources to support the district's programs
- 1d. Develops assessment plans to monitor the various educational technology programs

Domain 2: Environment

- 2a. Create a respectful, collaborative culture
- 2b. Promotes a culture for self-driven instructional improvement
- 2c. Develops and updates technology usage procedures
- 2d. Develops defined guidelines for online etiquette

Domain 3: Instruction

- 3a. Provides content-specific instructional collaboration
- 3b. Involves teachers in the topics of professional development
- 3c. Provides timely support and utilizes feedback to develop future programs

Domain 4: Professional Responsibilities

- 4a. Reflects on instructional and leadership practices for professional growth

4b. Maintains accurate and secure records of sensitive data

4c. Communicates with relevant stakeholders

4d. Engages in the educational technology professional community

Note: Adapted from Danielson's Framework for Teaching (2013) and the Rubric for Instructional Specialists (Orange Board of Education, n.d.).