

WESTERLY PUBLIC SCHOOLS

Class Title: WTA

Position Title: Educational Technology Systems Coordinator

FTE: 1.0

Position Definition: The position was designed to support the school mission “to create a culture of personalized learning with high expectations that enables all students to become lifelong learners.”

General Statement of Responsibilities: The Educational Technology Systems Coordinator shall be responsible for the distribution, maintenance, evaluation, and professional use of educational technology systems at Westerly Public Schools. The position will provide technology support so as to create a transformational shift in the culture, climate, and attitudes of all stakeholders.

Supervision Received: This positions is supervised by the Director of Technology

Guidance Exercised: First point of Contact/ building level staff receiving technology stipends.

Illustrative examples of work performed:

- Serves as first point of contact for educational issues requiring technological support in schools throughout the district. Facilitates meetings on behalf of Technology with other members of district staff
- Assists in the implementation of new systems, including, but not limited to Student Information Systems, Learning Management Systems, and Instructional Management Systems
- Facilitate the District Technology Team by conducting and organizing monthly meetings
- Provides ongoing professional development to staff in the use of educational technology
- Utilizes digital media to research & promote the use of educational technology
- Assists in the procurement of technology purchases, grants, and donations for the district
- Assists in the maintenance of Apple, Android, Linux, and Windows devices and educational applications
- Receives and develops training on appropriate use of Data to inform instruction. Provides training in the district on Data use, including preparation for displaying, formatting, and validating Data.
- Analyzes data to support student instruction and achievement.
- All Employees of the Westerly Public Schools Technology Department, including this position, have access to highly sensitive, confidential information and require additional permissions and access levels to perform their daily job functions. Precautions must be taken to ensure that records and data are never accessed without a legitimate reason, and separate, track-able, super-user accounts are used as a best security practice whenever possible. Every staff member accepts this additional access with the utmost care; however, all members of the technology department are indemnified against any harm resulting from this additional access, as long as the access isn't deemed to be malicious or grossly negligent.
- Other duties as assigned

WESTERLY PUBLIC SCHOOLS

Required qualifications for appointment:

- Accredited coursework in the area of Program Evaluation.

Knowledge, skills and capabilities:

Demonstrated ability to implement building or district wide initiatives including:

- Researching and evaluating technology and or software in a K12 environment.
- Participating in grant writing or the RFP process.
- Maintaining a database system.
- Providing Professional Development to large groups of educational professionals.
- Creating, maintaining and updating electronic resources for staff and or the public to access.
- Distributing informational education resources through social media outlets

Education: A Bachelor's Degree from a recognized and accredited college or university and a Rhode Island Teacher's or Administrator's Certificate in a discipline acceptable to the Superintendent of Schools are required.

Experience: Minimum of five (5) years successful experience in teaching or administration.

-- Or --

Any combination of education and experience that shall be substantially equivalent to the above education and experience.

Schedule: As set forth in the WTA contract for certified personnel.

Condition of Employment: This Career Ladder Position allows the teacher the right to return to a teaching position based on seniority and certification.