

Hiring Three Technology Coordinators

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Introduction

Due to the growing student population in the West New York Public School District, the district administration recommends hiring additional educational technology coordinators. The recommendation includes an educational technology coordinator for each school level: elementary, middle school, and high school. This report will outline the job requirements, responsibilities, duties, and salary range for the three open positions of Educational Technology Coordinator. Also, include Policies and Procedure Manual for evaluations, observations, expectations, duties, and responsibilities for the positions.

Job Requirements

The role of an educational technology coordinator is a dynamic role and the requirements require patience and excellent listening skills needed to solve and to escalate pending issues (Frazier & Herrington, 2017). Also, to implement resources to help teachers integrate technology resources into their lesson plans. A positive and motivated attitude required to increase engagement between students, teachers, and technology resources.

Frazier & Herrington (2017) explain technology coordinator has focus areas to provide comprehensive technology implementation including budgeting and planning, teaching and learning, and desktop support and network operations. Effective communication and collaboration are keys to ensure successful implementation within the school district.

The following requirements needed for an educational technology coordinator (Monster, 2019):

Skills:

- Knowledge of PC, MAC, Chromebooks, iPad, and software.
- Experience with troubleshooting networks and computers.

- Familiarity with MS Office (Word, Excel, Powerpoint, Access)
- Familiarity with G Suite (Google Doc, Google Sheets, Google Slides, & Google Hangouts)
- Organizational and time management.
- Develop and manage budgets.
- Supervise staff.
- Collaborate and problem solve with others.

Qualifications:

Education:

- Bachelor's Degree in Computer Science or related field
- Master's Degree in related field preferred
- NJ Teaching License

Experience:

- Demonstrated expertise in using technology to support instruction.
- Formal training in the use of technology in a school setting.
- Familiar with NJ education laws and NJ State data collections.

Salary Ranges

Elementary Educational Technology Coordinator \$65,000 to \$70,000

Middle School Educational Technology Coordinator \$65,000 to \$70,000

High School Educational Technology Coordinator \$70,000 to \$75,000

Salary range retrieved from Monster.com (Monster, 2019). The salary range varies depending on the budget allocated to positions.

Duties and Responsibilities

Educational technology coordinators have many duties and responsibilities which vary among school levels. The duties and responsibilities of the educational technology coordinator

vary according to the grade levels and will have similarities and differences. The following is a sample outline of the various roles and responsibilities taken of various grade levels.

Elementary School

The elementary educational technology coordinator works with teachers to assist and to support with the technology integration for teaching and learning through:

- developing and implementing technology initiatives in accordance with the school's mission.
- integrating and promoting digital education throughout the various subject content areas.
- providing training for G Suite for Education application and equipment support for iPads and Chromebooks.
- troubleshooting, resolving, monitoring, and reporting network connectivity and issues.
- promoting professional development training courses for teachers.
- evaluating upcoming educational technology tools by attending various conferences and workshops.

Middle School

The middle school educational technology coordinator provides technical support for staff and students to ensure continuous use of the educational technology resources and the alignment with the school's mission.

- assist teachers with the integration of computer programming concepts into their lesson plans.
- lead computer science classes and arrange for after school coding programs and LEGO robotics team.
- create a makerspace environment in the library where students have the opportunities to enhance their engineering, problem-solving, and tinkering skills.

High School

The high school educational technology coordinator examines, implements and evaluates the current integration process of educational technology resources in accordance with the school's mission through:

- Identify and develop resources that can provide guidance to staff to accomplish the school technology plan.
- Provide technical assistance for content integration into learning systems.
- Provide individual training opportunities for staff to ensure the optimal use of technology
- Technical support for all technology devices including software and hardware.
- Ensure users are following the school responsible use policy.
- Conduct evaluations and performance metrics to test whether the use of educational resources are the performance needed.

Similarities and Difference Analysis

Some similarities between the different school levels for educational technology coordinators are the collaboration between the educational technology coordinator and teacher to assist and to help with the integration of technological initiatives into lesson plans. The educational technology coordinator is the go-to person for troubleshooting technological devices issues and network connectivity issues.

Some differences in the educational technology coordinator are the various priorities and project initiatives assigned across the different school levels. At the elementary school, the priority is to get students and staff familiar with the educational technology resources available to ensure technology integration into daily lessons to improve the learning experience. At the middle school, the focus is to encourage students to engage with technology opportunities through various coding initiatives, including robotics teams, hackathon competitions, programming club, and makerspace. For high school, to improve the overall technology end-users experience through multiple evaluations and performance metrics.

Policy and Procedure Manual

Policies and procedures established to guide the position of a technology coordinator with the district mission on the continued integration of technology into the teaching and learning process. Regular updates needed to reflect the changing needs of the students, schools, and technology landscape.

Evaluations

Evaluations are integral to ensure the successful implementation of the technology into the school curriculum. Also, the assessment helps to improve student learning outcomes, and teacher's performance based on various evaluations of measure of practices and student learning.

The technology coordinator evaluation gives an overall insight and provides feedback to improve practice and to support the initiative to enhance the learning of all students. The evaluation system based on Charlotte Danielson's (2007) framework for professional practice includes four domains: Domain 1: Planning and Preparation, Domain 2: The Classroom Environment, Domain 3: Instruction, and Domain 4: Professional Responsibilities. The Technology Coordinator Evaluation Rubrics (Appendix A).

Also, the technology coordinator will make observations in classrooms to ensure compliance with the West New York District's mission and vision. Starting with attendance at the district annual summer training on the technology devices. Once school starts, the technology coordinator will support staff with lesson plans integration. The periodic evaluation performed to ensure successful technology implementation.

Hiring Procedures

The West New York school district needed to approve the budget to hire a new educational technology coordinator. Job posting on the district website includes job requirements and qualifications. Human resource personnel needs to ensure the successful selected candidates have the required skills and qualifications, verify the listed credentials, and to initiate resources for the background checks.

Job Expectations, Duties, and Responsibilities

The technology coordinator ensures the network and the necessary hardware and software are sufficient to cover the needs of the student and staff. Also, the technology coordinator reviews the vendor agreements to keep systems running efficiently. An ongoing needs assessment conducted to align with the mission and vision of the district and to recommend upgrades and adjustments as needed. Also, provide the necessary resources for professional development for staff training. The technology coordinator needs to embrace the school's vision and set up agendas to fulfill the mission for appropriate technological priorities and resources required for the assigned school (West New York Public School District, 2016). Besides, the technology coordinator works with teachers to integrate technical aspects into the lesson plans and to utilize technology to improve student learning.

Forms

Prepared documents essential to the role of a technology coordinator position include the Acceptable Use Policy (Appendix B), Job Template Form (Appendix C), and Equipment Checkout Form (Appendix D)

References

Danielson, C. (2007). *Enhancing professional practice: A framework for teaching*.

Alexandria, VA: Association for Supervision and Curriculum Development.

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Formstack. (2019). *Equipment Checkout Form*. Retrieved from

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Frazier, M., & Herrington, D. (2017). *The technology coordinator's handbook Third Edition*.

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SANS Institute. (2013). *Internet usage policy*. Retrieved [https://www.sans.org/security-](https://www.sans.org/security-resources/policies/retired/pdf/internet-usage-policy)

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Technology Plan 2016-2019. Retrieved from

<http://www.wnyschools.net/district/images/DistrictDocuments/2016-2019-TechPlan.pdf>

Appendix A

Technology Coordinator Evaluation Rubrics

	Below Expectations	Meeting Expectations	Exceeding Expectations
Planning and preparedness of appropriate resources for technology implementation.	Needs more detailed planning to ensure appropriate resources for technology implementation.	Planning is adequate to ensure appropriate resources for technology implementation.	Planning exceeds expectations beyond the requirement for technology implementation.
Classroom Resources	Technology resources fall below expectations and need improvement.	Technology resources meets expectation of students and staff needs	Technology resources are beyond the required minimal levels.
Instruction Deliverance	The deliverance of instruction fails to communicate with staff and students	The quality of instruction deliverance meets standards	The quality of instruction deliverance is well received by the audience.
Professionalism	Inadequate professional development training.	Adequate professional development training.	Extra professional development training provided beyond the set requirement.

Appendix C

Job Template

Title: High School Educational Technology Coordinator

Salary Range: \$70,000 to \$75,000

Job description:

- Identify and develop resources that can provide guidance to staff to accomplish the school technology plan.
- Provide technical assistance for content integration into learning systems.
- Provide individual training opportunities for staff to ensure the optimal use of technology
- Technical support for all technology devices including software and hardware.
- Ensure users are following the school responsible use policy.
- Conduct evaluations and performance metrics to test whether the use of educational resources are the performance needed.

Skills:

- Knowledge of PC, MAC, Chromebooks, iPad, and software.
- Experience with troubleshooting networks and computers.
- Familiarity with MS Office (Word, Excel, Powerpoint, Access)
- Familiarity with G Suite (Google Doc, Google Sheets, Google Slides, & Google Hangouts)
- Organizational and time management.
- Strong interpersonal and communication skills.

Qualifications:

Education:

- Bachelor's Degree in Computer Science or related field
- Master's Degree in related field preferred
- NJ Teaching License.

Experience:

- Demonstrated expertise in using technology to support instruction.
- Formal training in the use of technology in a school setting

Appendix D
Equipment Checkout Form

Checkout date: _____

Date of Scheduled Return _____

Person Requesting: _____

Contact # _____

Contact Email _____

Authorized By: _____

Item Description _____

Tag ID # _____

Serial# _____

DATE RETURNED/INITIALS _____

Signature _____ Date _____
Print Name

In accordance with West New York School District IT policy, the above equipment will be used exclusively for school related functions. All reasonable care will be taken to assure the equipment be secured from theft and/or malicious damage. The above equipment will be returned by the scheduled date of return or an additional form will be completed to extend the checkout period.