

Anoka Hennepin Independent School District #11

Job Title: Technology Coordinator

Job Summary

The overall responsibility of the Technology Coordinator is to ensure that proper plans, systems, and strategies are in place for students to receive exceptional learning experiences with technology. Acting as a liaison between departments, the Technology Coordinator provides instructional technology guidance and support to teachers, paraprofessionals, administrators, and staff across the school district.

Key Responsibilities

- Coordinate the planning and implementation of technology initiatives within K-12 schools. Provide expert guidance and support on the use of enterprise technology systems, software, and hardware to enhance curriculum, instruction, and the daily learning experiences of teachers and students.
- Assess and plan for appropriate professional learning opportunities for teachers at school sites and staff at the central office.
- Offer timely technical support for critical instructional systems to maintain efficient operations.
- Act as a liaison to curriculum departments and other appropriate central office teams to promote technology use as it relates to teaching and learning.
- Collaborate with tech teams to identify the needs, implement solutions, and enhance user capabilities through training and knowledge sharing.
- Maintain an effective communications structure to align projects between the central office departments and school sites.
- Establish and maintain a positive working relationship between school sites and the central office.
- Provides guidance and technical support for classroom technologies and enhancements.
- Utilize project management strategies to implement new technology releases in schools such as new teacher computers or classroom technology enhancements.
- Partner with tech teams, vendors, and school staff to manage timelines, resources, communication, and training.
- Assists in leading district efforts to promote the effective use of new technologies that support healthy learning environments and sound pedagogical practices, while continuously learning about new technologies and their potential positive impact.
- Assist the Executive Director of Technology in identifying, selecting, and coordinating vendor and consultant services; meet regularly with key vendors to maintain a productive relationship and ensure quality service delivery.
- Performs other tasks and duties as assigned by the Executive Director of Technology.

SKILLS AND COMPETENCIES

- Demonstrated strong, positive customer service skills.
 - Flexibility, patience, and ability/desire to work cooperatively with department, and district staff at all levels.
 - Excellent communication skills including writing, speaking, and listening.
 - Demonstrated ownership in quality of work.
 - Work in collaboration with others and function in team settings, with the ability to take work direction from various sources.
 - Ability to be self-directed / work independently assessing and analyzing data with the ability to conclude, present findings, and make recommendations.
 - Demonstrated ability to solve problems / develop solutions.
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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear.
 - The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds.
 - Specific vision abilities required by this job include close and the ability to adjust focus.
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QUALIFICATIONS

- Bachelor's degree in education or related field.
- Five years of teaching experience preferred.
- Two years of work experience in K-12 instructional technology.
- Previous work experience and background in technology curriculum integration.
- Demonstrated strong, positive customer service skills.
- Flexibility, patience, and ability/desire to work cooperatively with department, and district staff at all levels.
- Excellent communication skills including writing, speaking, and listening.
- Demonstrated ownership in quality of work.
- Work in collaboration with others and function in team settings, with the ability to take work direction from various sources.
- Ability to be self-directed / work independently assessing and analyzing data with the ability to conclude, present findings, and make recommendations.
- Demonstrated ability to solve problems / develop solutions.
- MN teacher license preferred.