ALMA PUBLIC SCHOOLS

JOB POSTING

POSITION:	Educational Technology Specialist
REPORTS TO:	Superintendent
REQUIRED QUALIFICATIONS:	

- Bachelor's Degree (computer science or related field preferred)
- Demonstrated expertise in the management and operation of technology environments in a school district with a minimum of five (5) years of experience
- Knowledge and skilled in specific software including Microsoft Office, Chrome, Google Workspaces, etc.

JOB SCOPE: To provide leadership and assistance in the design, implementation, coordination and operation of the school district's technology master plan.

MAJOR DUTIES:

Alma Public Schools Technology Plan
- Create and support the implementation of the APS technology plan
- Collaborates with school administrators to assess, create, and implement technology integration based on district plan
- Assists teachers in developing curriculum materials and lesson plans that facilitate the implementation of the school technology plan.

Technology Committee
- Attend MACUL
- Serve as chair of district technology committee at after school meetings
- Support technology committee to identify instructional goals and objectives and to develop long range technology plans to accomplish them.
- Support the tech committee with monthly coaching sessions with teachers
- Work with district curriculum committee to support technology integration into curriculum at after school meetings
- Update AUP and technology procedures and processes with technology committee

Professional Development Support
- Model effective instructional strategies using technology
- Assess levels of teacher technology understanding, skills, and integration within the classroom
- Assist classroom teachers in selecting technology/resources that best fits Michigan technology standards (Google, Digital Citizenship, keyboarding, etc.)
- Facilitate or conduct technology-focused professional learning for school and district staff (during school, after-school & summer opportunities)
- Develop training and review instructional technology practices (Google Suites for Education, Zoom, Gizmos, GymKit, Kami, Light Speed, etc.)
- Create educational technology learning resources for staff to access as needed
- Craft a monthly instructional technology newsletter to convey updates, tips and other newsworthy highlights
- Use data to design technology-based instructional strategies
- Apptegy Rooms implementation including training and maintaining of databases

- Respond to a variety of questions from administration and staff for the purpose of providing educational technology information and guidance.
- Coach teachers on best practices using instructional technology
- Support teachers and administration with district implementation of assessment, testing and data warehouses (NWEA, PowerSchool, PowerTeacher, M-STEP, WIDA, Illuminate, DRC Insight, OEAA) including collecting data, troubleshooting testing needs, teaching staff how to use, and keeping up with current updates
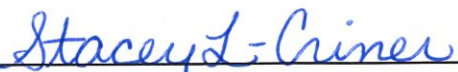
Professional Responsibilities

- Effectively use and provide support for current district provided technology: Apptegy/Thrillshare/Rooms, Canva, Discovery Education, iPads, Chromebooks, Clever, Gizmos, Gimkit, along with district adopted curriculum resources (McGraw Hill, etc.), hardware, and software
- Maintain the Staff Resources Page on website
- Recommend hardware, software, and related resources to administration to support technology integration and ensure device management software is functioning properly
- Research use of newer technologies in instruction and technology integration
- Support the use of Clever for rostering and SSO
- Maintain and update all things related to Apptegy/Thrillshare including photo gallery, page information, alerts & staff directory, current staff accounts in all databases (PS, NWEA, Illuminate, Clever, Google, etc.) and maintain district Facebook page
- Prepare a monthly report to be shared with the School Board
- Stay current by attending conferences, networking with others across the state, participating in REMC learning opportunities, etc.
- Create and oversee district Chromebook implementation plan
- Communicate district technology policies and procedures
- Facilitates the selection, installation, and start-up of all educational technology systems and equipment.
- Supervise the daily work of the Assistant Technology Coordinator
- Monitor and address local cyber security concerns
- Track and manage inventory and warranty repairs
- Investigate solutions for various technical problems
- Maintain vendor relationships and manage licensing
- Responsible for USF/USAC funding administration
- Make necessary repairs to district systems and equipment

COMPENSATION: Salary commensurate with experience. Interviews will occur on June 15-16.

BEGINNING DATE: July 1, 2023

APPLICATION: Interested persons should send materials to Yvonne Neyer, Human Resources Manager, at yneyer@almaschools.net. Please call (989) 466-7526 with any questions.

Stacey L-Criner

Stacey Luberda-Criner, Superintendent

DATE OF POSTING: 06/01/2023   **DEADLINE DATE:** 06/14/2023

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