

# FULL-TIME TECHNOLOGY COORDINATOR/TEACHER

## Leverett Elementary School

The Technology Coordinator is responsible for the management, direction and long-term strategy of all technology resources used by Leverett Elementary School.

Leverett Elementary School is a small (130 students) rural PreK-6 school in Leverett, Massachusetts. The school's Apple-based system includes approximately 100 computers with an up-to-date computer lab, as well as a variety of desktops, laptops and iPads. Chromebooks are used by a small number of Special Education students. The school operates in an Aruba wireless environment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES (in no specific order)

1. Provide direct computer instruction and assist with technology-based projects with classroom teachers.
2. Maintain the school network.
3. Assist teachers/office staff with PowerSchool reporting systems.
4. Plan, purchase, deploy and maintain desktop/laptop computers, peripherals and related technologies in all classrooms and offices.
5. Create, document, implement and enforce internal policies and procedures (passwords, back-up, file maintenance, acceptable use, etc.).
6. Manage school endpoint devices (laptops/desktops/printers/etc.)
7. Responsibility for oversight and operation of G Suite Platform for all users.
8. Maintain the school website; assist teachers with blogs and electronic communication.
9. Coordinate the maintenance of technology, assets, services and infrastructure, including documentation.
10. Work with the school Leadership Team and the Leverett School Committee to develop/update the formal Technology Plan and annual technology budget.
11. Manage grants and government technology funding programs (E-rate).
12. Maintain technology inventory and asset database with system configuration and service records.
13. Coordinate compliance with State and local regulations and industry best practices surrounding the safe and ethical disposal of technology equipment.

### QUALIFICATIONS

1. DESE certification
2. Preference given to candidates with a minimum of three years of teaching experience, with an emphasis on integrating technology into curriculum and instruction.
3. Ability to maintain a current knowledge of innovative and emerging technologies and instructional practices.
4. An understanding and dedication to young learners, good interpersonal skills and a commitment to collaboration.

For further information about Leverett Elementary school, interested applications are encouraged to visit the school's website at [www.leverettschool.org](http://www.leverettschool.org).