



OPEN POSITION  
**INSTRUCTIONAL TECHNOLOGY COORDINATOR**

Milwaukee Environmental Sciences Academy (MESA), a charter school of the Urban Learning Collaborative (ULC), is a year-round education charter school, serving grades K4 through 8<sup>th</sup> grade. MESA is an Expeditionary Learning (EL) school that provides students with a holistic program of learning and development, with an emphasis on environmental sciences and healthy lifestyles in line with the Common Core and Wisconsin State Standards.

**MESA staff demonstrates a strong commitment to achieving results through the creative use of resources, involving parents in the education process, integrating Expeditionary Learning model practices, rigorous academic programs, and targeted interventions so *students become self-directed learners prepared for college and career success.***

**GENERAL STATEMENT OF JOB**

Provides instruction, training, and resources in order to facilitate the use of technology in the classroom which will increase student use and knowledge about technology.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

- Provides input in the development of system-wide and building level programs that enable students to use technology as learning tools.
- Investigates and disseminates information on best practices for technology integration, sources of information on trends, research, and applications related to technology use in the school program.
- Teaches demonstration lessons with the teacher taking over class instruction after the demonstration. Is an effective model/leader of the ongoing program.
- Gathers information documenting the effectiveness of the program interpreting this information, and provides constructive input in the evaluation of the program.
- Provides training to teachers in the use of current technology to meet curriculum goals.
- Provides training to teachers in computer competencies.
- Provides training to teachers to ensure integration of student computer competencies as outlined by the state.
- Participates in the development of activities that help integrate technology into various curriculum areas at the local and state level.
- Maintains current knowledge of technology and instructional practices that relate to the use of technology.
- Provides resource information relating to new techniques and practices that relate to the use of technology and that enable students to use technology as a learning tool.



- Teaches formal workshops for renewal credit and mini-sessions on single topics for the staff of assigned schools.
- Communicate with school and district personnel, parents, and the community to share information about the technology program.
- Serves as liaison between the district and local, state, and federal agencies.
- Assists in the development and implementation of technology professional development.
- Assists with special projects, i.e. telecommunications, multimedia, school events, etc.
- Works with the school media persons to maintain accurate records involving computer use, inventory, and maintenance.
- Assesses the needs and plans for the new technology of assigned schools and communicates these to the appropriate personnel or technology committee.
- Follows ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations.
- Provides assistance in the selection, ordering, receiving, and installing new equipment and software.
- Communicates with technology vendors.
- Assesses the need for miscellaneous items such as cables, power strips, power cords, and adapters, etc.
- Assists school personnel in securing supplies for classroom and lab use.
- Facilitates the use of computer labs.
- Troubleshoots hardware and software problems, and recommends repairs as needed.
- Supports the use of computers in classrooms.

#### **TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computer hardware and software, office equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Light Work.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments, or directions to parents, assistants, staff, and scholars.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of federal, state, and local policies and procedures regarding instructional technology.
- Considerable knowledge of the current literature, trends, and developments in the field of instructional technology.
- Considerable knowledge of computer technology, multiple hardware platforms, network architecture, and cabling techniques.
- Considerable knowledge of multimedia, telecommunications, and popular software packages used for word processing, spreadsheet, and database applications.
- General knowledge of the principles of supervision, organization, and administration.
- General knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state, and local laws, rules, and regulations.



- Ability to evaluate the effectiveness of programs and make recommendations for improvements.
- Ability to develop long-term goals and objectives.
- Ability to evaluate the performance of hardware and software and make recommendations for improvement.
- Ability to organize and deliver staff development opportunities that support the use of technology in education.

## QUALIFICATIONS

- Bachelor's Degree required
- Experience in community work in an area related to the duties described above
- Formal experience in an urban setting preferred and/or EL preferred
- Possess strong interpersonal skills and proven ability to collaborate with a team
- Ability to work collaboratively with staff, families, and community members from diverse backgrounds
- Ability to be creative, resourceful, and reflective
- Commitment to educational excellence and high expectations

## BENEFITS

- A leadership team that supports educator development
- A strong, established school culture that supports academic and social learning
- A competitive salary and benefits package
- Professional growth opportunities on-site and/or off-site
- Forward-thinking education designs and programs

The salary range is commensurate with the candidate's education and experience. Please submit a résumé, employment application, and letter of interest to [gpeterston@urban-learning.org](mailto:gpeterston@urban-learning.org).

## SCHOOL MISSION

Milwaukee Environmental Sciences Academy, a ULC Charter School, is dedicated to the intellectual, physical, social, and emotional growth of all students. Emphasis is placed on engaging students in thinking, problem-solving, and decision-making, enabling students to function in a global society. We maintain a climate of high expectations, supported through differentiated instruction, which meets the needs of all learners within a safe and orderly environment. We promote family and community involvement to create an atmosphere that nurtures academic achievement and stimulates the pursuit of college and career success.

***ULC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at ULC are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin or sex, age, physical, mental or sensory disability, or sexual orientation. ULC will not tolerate discrimination or harassment based on any of these characteristics. ULC encourages applicants of all ages.***

