



Alianza Bilingüe School District
Technology Coordinator Proposal
Elementary through High School

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Introduction

The digital divide has widened since the COVID 19 pandemic in low-income immigrant communities. “Throughout the pandemic, many districts have looked for ways to expand technology access for all students, including language learners and immigrant families” (Breiseth, 2020). Closing the digital divide is crucial now more than ever as we move into a digital era at Alianza Bilingüe School District. This document establishes three instructional technology specialists (ITS) proposals for the 2022-2023 academic school year. The purpose of these positions is to aid teachers in further developing their use and implementation of technology in the classroom and provide additional support during technology troubleshooting.

Job Descriptions

Frazier & Herrington (2017) developed a technology coordinator handbook in order to tackle the lack of information and resources that exist for technology leaders further assisting technology coordinators in schools. Based on the school district demographics, the titles ranged from manager, specialists, director and coordinator. However, regardless of position or title, “technology coordinators perform a variety of responsibilities more or less similar to other positions in a district-level instructional leadership role” (Frazier & Herrington, 2017).

The Alianza Bilingüe School District is in an urban school district, the instructional technology specialist (ITS) position is similar to other nearby school districts with large student populations. The three sections introduced will demonstrate three job positions for elementary, middle and high school in Alianza Bilingüe District. The educational technology implemented varies depending on grade levels. Technology coordinators must provide grade appropriate technology implementation in order to align with the curriculum and meet student’s in their suitable cognitive developmental stages.

Elementary School Instructional Technology Specialist

The Alianza Bilingüe School District Elementary school uses many technology devices. In kindergarten through second grade students have individual Ipad carts while in third and fourth grade, students have chromebook carts. All students have access to an individual device. Throughout the district, every classroom has Promethean boards and classroom printers. Each teacher is given a district laptop that is given at the beginning of the year and collected toward the end of the school year. Students log into different instructional apps using Clever. Through Clever, students can access their teacher's google classroom, powerschool for grading and scheduling and daily instructional programs such as Lexia learning which promoted literacy and language development for English language learners and Amplify, the latest newest English Language Arts program.

Job Title: Instructional Technology Specialist

Classification: Coordinator

Location: Elementary School

Reports to: Director of Technology, Principal, Supervisor, or other certified administrator or supervisor

Position Goal: Provide leadership support in educational technology and additional guidance with technology implementation of Alianza Bilingüe District Elementary School.

Essential Duties & Responsibilities:

- Coordinates and promotes effective use of educational technology programs in all schools.
- Support district and school-based technology staff such as technology resource teachers, school technology coordinator, computer resource technicians, student technology

leadership program coordinators and other staff members who require support with educational technology.

- Supervise ongoing technology professional development and follow-up on any certified staff at a district, school and classroom level.
- Ensures compliance with the New York City Technology System.
- Develops, monitors and integrates plans for the effective use of educational technology.
- Evaluate instructional materials and promote research-based practices.
- Engage in district wide school activities pertaining to educational technology.
- Promote compliance with all government standards, board policies, copyright and acceptable use related technology policies.
- Collaborate with district departments to support effective instructional use of technology
- Monitor the results of both State and local testing and assist schools with the analysis of the results to address the individual academic interferences faced by each student.

Qualifications:

- Bachelor's degree
- Valid New York teaching certificate or educational support services certificate
- Minimum of 3 years effective teaching experience
- Training and experience with educational technology
- Excellent collaboration, organization, and outreach skills
- Experience with PowerSchool, Google Classroom and NJSLA testing

Preferred:

- Master's degree in Educational Technology

- Fluency in speaking and writing in both English and Spanish
- Strong public speaking skills
- Ability to work after school hours and weekends

Middle School Instructional Technology Specialist

The Alianza Bilingüe School district used a lot of the same technology devices as its elementary schools. The only difference is that at this age level, students are allowed to have 1:1 chromebook that they get to take home. The software in middle school is similar to the one in elementary school with the exception of middle and high school programs such as AVID. All students have access to an individual device. Throughout the district, every classroom has Promethean boards and classroom printers. Each teacher is given a district laptop that is given at the beginning of the year and collected toward the end of the school year. Students log into different instructional apps using Clever. Through Clever, students can access their teacher's google classroom, powerschool for grading and scheduling and daily instructional programs such as Lexia learning which promoted literacy and language development for English language learners and Amplify, the latest newest English Language Arts program.

Job Title: Instructional Technology Specialist

Classification: Coordinator

Location: Middle School

Reports to: Director of Technology, Principal, Supervisor, or other certified administrator or supervisor

Position Goal: Provide leadership support in educational technology and additional guidance with technology implementation of Alianza Bilingüe District Middle School.

Essential Duties & Responsibilities:

- Coordinates and promotes effective use of educational technology programs in all schools.
- Support district and school-based technology staff such as technology resource teachers, school technology coordinator, computer resource technicians, student technology leadership program coordinators and other staff members who require support with educational technology.
- Supervise ongoing technology professional development and follow-up on any certified staff at a district, school and classroom level.
- Ensures compliance with the New York City Technology System.
- Develops, monitors and integrates plans for the effective use of educational technology.
- Evaluate instructional materials and promote research-based practices.
- Engage in district wide school activities pertaining to educational technology.
- Promote compliance with all government standards, board policies, copyright and acceptable use related technology policies.
- Collaborate with district departments to support effective instructional use of technology
- Monitor the results of both State and local testing and assist schools with the analysis of the results to address the individual academic interferences faced by each student.

Qualifications:

- Master's degree in Education
- Valid New York teaching certificate or educational support services certificate
- Minimum of 3 years effective teaching experience
- Training and experience with educational technology
- Excellent collaboration, organization, and outreach skills

- Experience with PowerSchool, Google Classroom and NJSLA testing

Preferred:

- Master's degree in Educational Technology
- Fluency in speaking and writing in both English and Spanish
- Strong public speaking skills
- Ability to work after school hours and weekends

High School Instructional Technology Specialist

Equivalent to the middle school districts, all students have access to an individual device. The software in middle school is similar to the one in high school such as the implementation of the AVID software program. Throughout the district, every classroom has Promethean boards and classroom printers. Each teacher is given a district laptop that is given at the beginning of the year and collected toward the end of the school year. Students log into different instructional apps using Clever. Through Clever, students can access their teacher's google classroom, powerschool for grading and scheduling and daily instructional programs such as Lexia learning which promoted literacy and language development for English language learners and Amplify, the latest newest English Language Arts program.

Job Title: Instructional Technology Specialist

Classification: Coordinator

Location: Elementary School

Reports to: Director of Technology, Principal, Supervisor, or other certified administrator or supervisor

Position Goal: Provide leadership support in educational technology and additional guidance with technology implementation of Alianza Bilingüe District High School.

Essential Duties & Responsibilities:

- Coordinates and promotes effective use of educational technology programs in all schools.
- Support district and school-based technology staff such as technology resource teachers, school technology coordinator, computer resource technicians, student technology leadership program coordinators and other staff members who require support with educational technology.
- Supervise ongoing technology professional development and follow-up on any certified staff at a district, school and classroom level.
- Ensures compliance with the New York City Technology System.
- Develops, monitors and integrates plans for the effective use of educational technology.
- Evaluate instructional materials and promote research-based practices.
- Engage in district wide school activities pertaining to educational technology.
- Promote compliance with all government standards, board policies, copyright and acceptable use related technology policies.
- Collaborate with district departments to support effective instructional use of technology
- Monitor the results of both State and local testing and assist schools with the analysis of the results to address the individual academic interferences faced by each student.

Qualifications:

- Master's degree
- Valid New York teaching certificate or educational support services certificate
- Supervision and Administration certification

- Minimum of 3 years effective teaching experience
- Training and experience with educational technology
- Excellent collaboration, organization, and outreach skills
- Experience with PowerSchool, Google Classroom and NJSLA testing

Preferred:

- Master's degree in Educational Technology
- Fluency in speaking and writing in both English and Spanish
- Strong public speaking skills
- Ability to work after school hours and weekends

Policy and Procedural Manual

This Policy and Procedural Manual was developed for Educational Technology Coordinators in the Alianza Bilingue School District for elementary, middle and high school. The manual provides information on educational technology coordinator's evaluations, observations and responsibilities.

Salary, Benefits and Work Schedule

Technology coordinators are expected to follow protocol and the needs of the school district that they are serving. Although an educational technology certification is only required in high school, most school districts prefer and are looking for candidates that have the most educational credentials. The educational technology coordinator must work and report to the director of the educational technology department for the Alianza Bilingüeschool district. The position is a 12 month position. In the United States, average salary for technology coordinators

is about \$65,000 a year although this salary varies depending on the candidate's experience in the field and the guidelines of each district.

Evaluation & Observation

The instructional technology specialist will be evaluated by a director, principal, supervisor, or other certified administrator or supervisor using the Charlotte Danielson's Framework for Teaching (2011) for instructional specialists. Due to the fact that the role of technology coordinator is not like a classroom position, the technology coordinator will be responsible for creating a professional development workshop per semester that should be completed at the end of the year based on the needs of the assigned schools approved by the director of technology.

The technology coordinator will submit a self-evaluation showing effectiveness in planning and preparation, environment, delivery of service and professional responsibilities with a grading scale of unsatisfactory, basic, proficient, distinguished (Appendix A). Using the Danielson Rubric will help make sure everyone is implementing educational technology in unison to assure an effective instructional technology experience at all schools and for all students.

Job Expectations and Responsibilities

The instructional technology specialist is in charge of the technology of each building. In their job description, all ITS are required to establish and promote high academic standards for students and staff and serve in the leadership team to support school district programs and services. Moreover, they are to assist in the recommendation of different types of programs that the school makes and interpret these programs and policies to staff, students and the district's community. Frazier & Herrington state that having an understanding of how and when to

implement pedagogical supports and instructional design knowledge on the impact of technology is crucial.

Lastly, instructional technology specialists must be able to analyze Alianza Bilingue's district data and collect, prepare and coordinate district, state and federal reports that involve any educational services in schools. Furthermore, they must be able to thoroughly analyze and interpret formative and summative data with instructional chairpersons and attend Board of Education meetings.

Additional Requirements

Once hired, instructional technology specialists must continue to attend professional development workshops and collaborate with colleagues to acquire more professional growth experience on a larger scale. Equally important, candidates must be able to summarize and interpret current learning theory and research development on second language acquisition as the Alianza Bilingue is a dual language district. "English language learners (ELLs) come into our classrooms with a wide variety of specific and unique needs for language acquisition. However, though there are so many apps and ed tech tools available, there are not enough that cater to English language development" (Knutson, 2020). ITS must be aware of instructional strategies, program services and literature from professional journals that compliment the vision and mission of the district.

References

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Appendix A

Danielson Rubric for Instructional Technology Specialists