

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
COORDINATOR OF CAREER TECHNOLOGY EDUCATION**

Summary: Under limited supervision, oversees the technology development of staff while creating innovated technology based learning opportunities for students. Assists administrators and provides oversight to teachers and staff in the full utilization of the network to improve the instructional and management functions of the School District. This position includes the duties and responsibilities below and other functions as assigned by the Director of Technology and the Director of Guidance and Career Education.

Qualifications: A Master's Degree (minimum), Post-graduate Certificate in Educational Administration (SDA, SDL)
OR
SBL, SAS and five years teaching experience

Such alternatives to the above qualifications as the BOARD may find applicable.

Essential Duties and Responsibilities:

1. Assists the Director of Technology and Director of Guidance and Career Education in the observation and evaluation of Librarian/media teachers, business and career education teachers, teaching assistants assigned to the Library and/or Computer Labs.
2. Instruct teachers on integrating technology into the curriculum using hands-on workshops throughout the school year.
3. Create learning opportunities for students by integrating distance learning and using virtual field trips to bring experts, scientists, doctors, and others to the classroom for more real-world scenarios.
4. Initiate and coordinate videoconference events between school buildings for class-to-class programs and staff meetings.
5. Schedule and collaborate with distance-learning content providers the curriculum needs of the district.
6. Maintain budget for videoconference events and ongoing line charges.
7. Maintain service contracts and inventory for distance learning equipment.
8. Periodically conduct department meetings to assist teachers in developing strategies for integrating technology in all content areas.
9. Conduct training classes and workshops for support staff and administrators.

Job Description (Continued)
Coordinator of Career Technology Education

10. Assist in maintaining the District Website and train administrators in HTML and web-posting.
11. Collaborate with district office administration on special projects and technology-enhanced communication.
12. Maintain School Notification System for important alerts such as school closings, sex offender registry, and community activities.
13. Maintain records and databases for purposes of analyzing efficacy of technology integration and support on student achievement and best practices.
14. Supervise “emissions” (Challenge Center) for all schools.
15. Launch new software systems and programs. This will be inclusive of communicating to the staff, arranging for professional training as well as training the Turnkey trainers.
16. Participate in the Long Island Works Coalition and attend meetings to plan the districts representation in this organization. Become an integral part of the School to Career program and assist in the planning of upcoming events like “Career Day”.
17. Directly Supervise Technology Teachers, inclusive of observations and program development. Assist with the development and evaluation of curriculum.
18. Participate in the planning and execution of major events such as Superintendent’s Conference Day, student presentations at the SUNY Stony Brook Technology Fair, or other events as directed by the Director of Technology and the Director of Guidance and Career Education.
19. Be aware and involved in all department fund-raising events and assume responsibility for the proper handling of funds. Manage a petty cash fund.
20. Be responsible for the inventory of school property and for the security and accountability of that property.
21. Keep informed of progress and new developments in field of specialty. Assume responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.

Reports to: Director of Technology and Director of Guidance and Career Education
Prepared by: James Donovan
Approved by: Dr. Roberta Gerold, Superintendent of Schools