



Maplewood Richmond Heights School District
2531 S Big Bend
St. Louis, MO 63143
(314)644-4400 Fax: (314)781-3160

**Employment Opportunity for the
2025-2026 School Year**

Technology Coordinator

Supervisor:
Superintendent

Primary Responsibilities:

The Technology Coordinator leads the technology department ensuring its strategic alignment with the district's educational and operational goals. This role is responsible for creating and executing a visionary plan that integrates technology, pedagogy, and curriculum. The Technology Coordinator oversees all aspects of technology infrastructure, instructional technology, and professional development, ensuring seamless support for educators, staff, and students. This position also ensures the development of a robust technology knowledge base, strategic planning for future changes, and the evaluation and professional growth of the technology department.

Qualifications/Experience:

- Minimum of a Master's degree with special preparation in instructional technology and/or technology support and valid Missouri teaching certificate.
- Ability to make decisions on behalf of the students, staff, and community.
- Have or earn CETL and/or ISTE Certifications.
- Demonstrated expertise for strategic and tactical process management.
- Strong troubleshooting skills.
- Strong understanding of K-12 pedagogy, curriculum development, and instructional design.
- Knowledge of trends in educational technology and supporting frameworks and leadership and change management strategies.
- Provide excellent leadership, organizational, and project management skills.
- Exhibit effective communication and collaboration abilities with diverse stakeholders.
- Understand and show proficiency in IT infrastructure, systems management, and educational technology tools.

Terms of Employment:

Full-time, Twelve-month employee

Essential Functions:

- **Leadership and Vision:** Lead the technology department by setting a clear vision and aligning its performance with district goals. Develop and implement a long-term strategic plan for technology in collaboration with Curriculum, school sites, and other district departments. Ensure departmental planning accounts for future trends, changes, and redundancies in roles to maintain operational resilience.
- **Technology and Curriculum Integration:** Work closely with Curriculum and Instruction

- departments to integrate technology into pedagogy and curriculum effectively. Collaborate with educators and administrators to design and implement innovative technology solutions that enhance teaching and learning outcomes.
- Professional Development: Develop and deliver timely, relevant, and embedded educational technology training and professional development opportunities for faculty and staff. Foster the professional growth of department members to ensure they can meet evolving district needs.
 - Knowledge Base and Processes: Oversee the creation, maintenance, and adherence to an Information Technology Knowledge Base, ensuring comprehensive documentation of processes and resources. Establish and enforce best practices for technology use, troubleshooting, and system management.
 - Personnel Management: Evaluate all technology department personnel, providing constructive feedback to enhance individual and team performance. Foster a collaborative, innovative, and supportive team environment.
 - Collaboration and Communication: Coordinate with the curriculum department to ensure appropriate alignment of technology, including curriculum storage and delivery systems.
 - Operational Oversight: Ensure the reliability, security, and scalability of the district's technology infrastructure. Plan and manage budgets, resources, and vendor relationships to align with district priorities and maintain fiscal responsibility.

Physical Requirements and Working Conditions:

- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- Other duties as assigned

Any qualified person who would like to be considered as a candidate for this position should apply online at:

<https://www.applitrack.com/mrhschools/onlineapp/>

“Notice of Non-Discrimination”

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition

program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Shonda Ambers-Phillips, Assistant Superintendent 2650 S Hanley Road Suite 300, St. Louis, MO 63144 314-644-4400 shonda.ambers-phillips@mrhschools.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

Posting: 04/18/2025

***MRH School District reserves the right to close any job posting when a suitable applicant has been found before the deadline date.**