



Ada Exempted Village Schools

Job Posting: Technology Coordinator



Ada Exempted Village Schools is seeking a dynamic, knowledgeable, and student-focused K-12 Technology Coordinator. This individual will lead the district's efforts in planning, implementing, maintaining, and supporting instructional and operational technology systems. The ideal candidate will work collaboratively with district leadership, staff, and students to ensure technology enhances teaching, learning, and administrative efficiency.

Primary Responsibilities

- Provide leadership and vision for the integration of technology into curriculum, instruction, and operations
 - Oversee the management and maintenance of district technology infrastructure, devices, software, and networks
 - Support and train staff in effective use of educational technology tools and platforms
 - Coordinate technology-related purchases, inventory, and budgeting
 - Ensure data security, privacy, and compliance with federal and state regulations
 - Troubleshoot hardware and software issues and manage tech support systems
 - Serve as liaison with outside vendors and service providers
 - Collaborate with administrators on technology planning and strategic initiatives
 - Stay current on emerging educational technologies and best practices
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Essential Skills and Qualifications

- Bachelor's degree (preferred) or experience in Educational Technology, Information Technology, Computer Science, or related field
 - Relevant certification(s) and/or licensure preferred
 - Experience in K-12 technology integration and systems management
 - Strong knowledge of instructional technology tools, networking, and data systems
 - Effective communication, organizational, and problem-solving skills
 - Ability to work collaboratively across departments and with all stakeholders
 - Commitment to equity, innovation, and continuous improvement
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Application Process

Interested applicants should submit the following:

- Letter of Interest
- Resume
- Completed Administrative Application ([Administrative Application Link](#))
- Any relevant certifications or training
- **Send completed application and letter of interest to Carla Cole by August 12, 2025:**
colec@adabulldogs.org