

## **School District of Niagara – Vacancy Notice**

### **Technology Coordinator**

**Posting Date:** Monday, May 11, 2026

**Application Deadline:** Until position is filled

The School District of Niagara is seeking applicants for the **Technology Coordinator** position. Individuals who possess a current Library Media Specialist licensure are also encouraged to apply. This position provides leadership in the planning, implementation, and support of the District's technology systems and instructional media services.

#### **Responsibilities include, but are not limited to:**

- Work with the Network Administrator/Technical staff to troubleshoot problems, answer questions, and manage implementation of projects
- Supervise and evaluate the District's technical services staff, Media Specialist, and library support staff in collaboration with the administrative team
- Provide consultation for teachers, administrators, and support staff to assist with daily technology-related concerns
- Work effectively with students and demonstrate an understanding of their needs
- Coordinate outside funding sources including E-rate, TEACH Wisconsin, and grants
- Plan and implement staff development sessions related to technology use and integration
- Facilitate the District's Technology Committee, including evaluation and updates to the long-range technology plan
- Facilitate development and administration of a long-range library and instructional media plan
- Perform other duties as assigned by the District Administrator

#### **Qualifications:**

- Wisconsin DPI licensure in Instructional Technology or Library Media Specialist preferred
- Experience in technology leadership, network systems, or educational technology support
- Strong communication, organizational, and problem-solving skills
- Ability to build positive relationships with students while maintaining professional leadership
- Ability to collaborate effectively with staff and support district-wide technology needs

#### **Position Details:**

- Full-time position
- Immediate opening with the District seeking to hire as soon as possible
- Position will continue into the 2026–2027 school year
- Salary is negotiable based on experience

**Start Date:**

Immediate opening.

**Application Process:**

Interested applicants should submit the following:

- Letter of interest
- Current resume
- Transcripts
- Three letters of recommendation

Application materials may be sent to:

**Nathaniel Burklund, Superintendent**

700 Jefferson Avenue

Niagara, WI 54151

Email: [nburklund@niagara.k12.wi.us](mailto:nburklund@niagara.k12.wi.us)

The School District of Niagara is an equal opportunity employer. All job offers are contingent upon the successful completion of a background check.