



25 Love Lane
Concord, MA 01742
phone: 978-405-3200
fax: 978-405-2076
www.concord.org

Technology Integration Coordinator

GENERAL DESCRIPTION

The Concord Consortium is an educational nonprofit with an international reputation for innovation in technology that improves teaching and learning. Our staff is extremely dedicated and competent, regularly using a wide range of technologies and applications.

We have an exciting full-time opening for a Technology Integration Manager who will facilitate communication between the technology group and project managers. In the process this individual will learn in depth about cutting edge education technology, and aid in its integration in the classroom. We are looking for an exceptional individual who has a good balance of technical and communication skills. At Concord Consortium there are currently seven education technology projects that are supported by a team of six developers. The seven projects are managed by four project managers. The person in this position will be responsible for creating, maintaining, and validating a schedule of technology development. This will require learning about the needs of the active projects and the technology being developed to meet those needs. The prioritizing of the schedule will be done in collaboration with the project managers and technology group. At project meetings this individual will present the schedule through simplified reports and update it with the changing needs of the project. This position will require informing and negotiating with project managers when there are conflicting technology needs. Additionally this individual will help test the software and give detailed reports of issues found.

This individual will have a level of responsibility for the successful implementation of technology in the classroom. The amount of responsibility will depend on the qualifications of the individual, and their ability to understand and internalize the priorities of project managers and senior technology staff.

The work environment at Concord Consortium is casual and flexible, but fast paced and stimulating. Concord Consortium provides excellent benefits including medical, dental, life and disability insurance as well as four weeks of vacation.

SPECIFIC RESPONSIBILITIES

- Create and maintain schedule of technology development.
- Develop common benchmarks for releases to schools, releases to collaborators, releases for teacher workshops, and releases for presentation demos.
- Create acceptance criteria for technology releases.
- Test technology and report issues to technology group.
- Attend project and technology meetings.
- Inform project managers of scheduling conflicts, and help resolve them.
- Using past results as a guide, help developers to make more accurate estimates of technology tasks.

Help present CC technologies to collaborators.
Improve CC technology documentation.
Research new technologies for managing the scheduling, issue tracking, and documentation.
Develop processes and tools to streamline the communication between developers and project managers.
Provide technology support during teacher workshops.

QUALIFICATIONS

Required

Ability to manage many details by setting up categorizations and metrics.
Excellent communication skills with both educators and technology developers.
Ability to combine technologies for new purposes.
Ability to customize technologies through advanced configuration or scripting
Ability to learn quickly.
Enthusiasm for education technology.
Familiarity with a wide range of software.
Ability to create and deliver effective presentations using charts, graphs, and diagrams.
Experience creating websites and graphics.

Preferred

Interest and/or background in science
Experience with programming.
Experience with Testing and QA
Experience implementing and evaluating the use of technology in education.
Experience creating and sharing technology based curriculum.

Experience with the following is a plus

Agile Development practices, Behavior Driven Development, open source and content licensing, user interface design.

SALARY

\$45,000 - \$65,000 per year, full time.
100% Direct

TO APPLY

Please email your resume and cover letter to:
techintcoordinator@concord.org

Attn: Scott Cytacki
Concord Consortium
25 Love Lane
Concord, MA 01742

The Concord Consortium is an EEO employer. It does not discriminate on the basis of sex, age, race, creed, national origin, or sexual orientation.