

Coordinator – Technology & Platforms

Citizens of the World Charter Schools – Kansas City

SUMMARY

The mission of CWC Kansas City is to provide an excellent public education focused on developing and demonstrating **understanding** while building **connections** within a **diverse** community.

The Coordinator of Technology & Platforms will provide key, on-site direct support to the Chief Operating Officer and indirect support to the Chief Academic Officer and Building Principals.

This is a full-time position located in Kansas City, MO. For more information on Citizens of the World Charter Schools – Kansas City, please visit www.cwckansascity.org.

RESPONSIBILITIES

The Coordinator of Technology & Platforms is responsible for the support and operation of all site technology and software platforms.

Specific responsibilities will include:

Technology

Responsible for the support and operation of all building technology, particularly in the following areas:

- Coordinate all communication to and work from technology vendors, including IT Support and Software Monitoring.
- Provide credentialing and “Tier I” technical support for families/parents (Chromebooks) and staff. Escalate and resolve Tier II+ problems.
- Collaborates with building leaders on systems and structures to maintain/repair/replace hardware.
- Ensure operational readiness of all Chromebook carts, particularly and especially prior to student assessment periods.
- Update and maintain the master equipment/technology/materials inventory list.
- Oversee the check-out and collection process of any student Chromebooks (if needed).

Software Platforms

Responsible for the setup and maintenance of the school's various software and assessment platforms (NWEA, IXL, etc.), including:

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- User setup/ deactivation.
- Prepares regular and ad hoc reports/exports for school leadership to assist with data analysis and organizational planning.
- Serve as the “Test Coordinator” for MAP testing, with a specific emphasis on ensuring technology readiness and test ticket preparation.

Student Information System (Infinite Campus)

Be the expert for our Student Information System.

- Own the data integrity of the system; ensure accuracy of information/classifications and seek out missing information.
- Ensure all data tracking on student information (demographics, lunch reporting, attendance) through daily monitoring and follow-up.
- Provide “Tier I” technical support for families/parents (parent portal) and staff. Escalate and resolve Tier II+ problems.
- Support the development and training with additional modules (i.e. Grading, Behavior, Progress Reports, Assessment Data).
- Complete ad-hoc data entry (i.e. Pre-K attendance) and data imports/integration.
- Support Core Data reporting needs, custom reporting requests, and data analytic development.

Human Resources

- Support the on- and off-boarding process of employees, including collecting forms, staff pictures, equipment check-out and training.
- Program the timeclocks, provide payroll reports to the Chief Operating Officer each pay cycle.

Operations Support

- Serve as a secondary backup for Front Desk coverage in the Office Manager's absence.
- Support arrival, dismissal, and emergency drills as needed.

Other

- Actively participating in regular professional development activities, both internal and external.

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- Maintaining frequent, sensitive, and effective communication with students, students' families, colleagues, and other school stakeholders.
- Performing other reasonable and necessary duties as assigned.

Key Deliverables for the 2022-2023 Academic Year

1. Create (or source) training program videos for Infinite Campus users – staff and parents.
2. Complete master equipment/technology/materials inventory list or system.
3. Create Onboarding/welcome informational packet for all employees.
4. Research and propose website redesign options.

QUALIFICATIONS & TRAITS

The ideal Coordinator of Technology & Platforms will:

- Have an Associate's Degree (Bachelor's preferred)
- Be passionate about CWC Kansas City's mission and impact on our students and community.
- Demonstrate strong Excel and database management skills.
- Experience or familiarity with Infinite Campus is a strong preference.
- Be comfortable managing projects at a desk, completing data entry, interacting with students in the hallway, and rolling up sleeves to prepare for a small event – all in a day's work.
- Have extreme attention to detail and a high-level of organization, efficiency, and follow-through.
- Experience working with diverse populations
- Excellent communication/interpersonal skills as well as a desire to collaborate with various stakeholders to help develop a strong school community
- Possess maturity, humility, strong work ethic, sense of humor, and a can-do attitude
- Fluency in Spanish is preferred.

COMPENSATION & BENEFITS

CWC Kansas City offers competitive salaries commensurate with experience and a comprehensive benefits package. CWC Kansas City is an Equal Opportunity Employer. As an organization that values diversity and aims to serve a diverse group of students, we work to reflect this diversity in our staff as well.

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CONTACT

Please apply online through the TalentEd Application Portal on our website at www.cwckansascity.org/employment. No phone calls, please.

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EMPLOYEE VALUE PROPOSITION

Who We Are	Who You Are
<p>We are an intentionally diverse and welcoming community. CWCKC was founded on a belief that we live in a richly diverse world and that diversity makes our experience better.</p>	<ul style="list-style-type: none"> You value diversity in all its dimensions and are excited to be part of a school community where that diversity is authentically encouraged and celebrated. You understand that identity is an important part of who we are - for both adults and students.
<p>We believe education is about more than test scores. Student learning matters and goes beyond just academics. Our teachers focus on the whole child by building our students' socio-emotional skills and helping them develop a deeper understanding of themselves.</p>	<ul style="list-style-type: none"> You know that academic learning is important and have experience helping students develop their social-emotional skills. You understand how to balance academic rigor with the development of the whole child.
<p>Our teaching approach centers students' interests and needs within projects and real-world experiences. We strive to provide learning experiences that are meaningful and make a difference in our school and community. Our teachers engage students in projects based on their interests and individual learning needs.</p>	<ul style="list-style-type: none"> You are excited about designing project-based learning experiences for students grounded in their interests, experiences, and identity. You value students constructing their own learning to develop a deeper understanding of the world around them. You embrace creativity and risk-taking in lesson planning.

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Compensation and Benefits

We value our team, and one way that we show that is through compensation and benefits. For teachers, we offer competitive compensation with a starting salary of \$41,000-52,000 (based on experience). We also offer a comprehensive benefits package including:

- Health Insurance (Citizens covers almost all of an employee's premium on a choice of two plans)
 - Dental & Vision Insurance
 - Employer-Paid Life Insurance
 - Employer-Paid Short-Term & Long-Term Disability
 - Participation in the KCPSRS retirement pension plan
 - Supplemental, optional Aflac insurance
 - Supplemental, optional 403(b) retirement plan
 - Full-time 10-month employees receive 4 holidays off, 4 weeks of calendared breaks (Thanksgiving, Winter Break x2, Spring Break), 9 PTO days.
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