

**MEMORANDUM OF AGREEMENT
BETWEEN THE
MARLBOROUGH SCHOOL COMMITTEE
AND THE
MARLBOROUGH SCHOOL ADMINISTRATORS ASSOCIATION**

This **MEMORANDUM OF AGREEMENT** (hereinafter "MOA") is entered into by and between the **MARLBOROUGH SCHOOL COMMITTEE** (hereinafter "the Committee") and the **MARLBOROUGH SCHOOL ADMINISTRATORS ASSOCIATION, UNIT B** (hereinafter "the Association") on the date set forth below.

WHEREAS, the Committee and the Association are parties to a Collective Bargaining Agreement that is effective from July 1, 2021 to June 30, 2024 ("the Contract"); and,

WHEREAS, the Committee has notified the Association of its intent to fill the Director of Instructional Technology position on a full time basis;

WHEREAS, the bargaining representatives of the Committee and the Association have met in good faith and bargained collectively pursuant to Chapter 150E of the General Laws:

NOW, THEREFORE, the Committee and the Association agree as follows:

1. Effective July 1, 2022, the Director of Instructional Technology position shall be created, with the job duties and responsibilities set forth in the Job Description attached hereto as Exhibit A.
2. The Director of Instructional Technology position shall be classified as a Category I position on the Salary Schedule set forth at Appendix A of the Contract.
3. As soon as possible after the execution of this Agreement, the Director of Instructional Technology position shall be posted in accordance with Article X of the Contract.

This Agreement may be signed in counterparts, which together shall constitute an original. The Parties agree that electronic signatures or signatures by fax and/or scanned and sent via email are acceptable as originals.

Signed by the duly authorized bargaining representatives on the dates set forth below:

MARLBOROUGH SCHOOL COMMITTEE



Michael Bergeron, Superintendent

Dated: 5/20/22

**MARLBOROUGH SCHOOL
ADMINISTRATORS ASSOCIATION**



Jeff Rudzinsky, President

Dated: 5/25/22



Marlborough Public Schools

Job Description

Title of Position:

Director of Instructional Technology

Work Year:

12 months

Organizational Relationship**or Line of Authority:**

The Director of Instructional Technology will be supervised and evaluated by the Assistant Superintendent of Schools of Teaching and Learning.

Responsibilities:

- Develop and implement vision and direction for the district's technology program under the guidance and supervision of the Superintendent, Assistant Superintendent and building leadership teams.
- Partner with administrators and curriculum leaders for guidance and direction in the development and implantation of the technology program.
- Oversee and manage the purchase and strategic deployment of educational technology hardware, software, online curriculum technology licenses and other educational technology materials. Partner with key City/School IT infrastructure employees on deployment of hardware and software.
- Develop and implement professional development in all areas of educational technology.
- Keep current with research and innovations in the field of educational technologies and educate Marlborough Public Schools administrators and staff on the changing landscape of technology.
- Oversee and manage the district's educational hardware replacement cycle in partnership with the business office.
- Propose and manage the technology budget.
- Manage strategic uses of education technology in the school district, including the deployment of 1:1 mobile technology initiative and the utilization of Google Apps for Education.
- In accordance with Marlborough Public Schools collective bargaining agreements, this position evaluates faculty and staff as directed by the Assistant Superintendent of Teaching and Learning, and in collaboration with other district administration.
- Establish relationships with technology vendors and technology leaders from other school districts in order to better gain an understanding of the educational technology environment.

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- Maintain regular communication with key groups outside the Marlborough community that can be of assistance and guidance in the areas of educational technologies. These groups include the Department of Education, state technology associations, and national organizations.
- Perform other responsibilities as assigned by the Assistant Superintendent of Teaching and Learning.

Qualifications:

- DESE licensure as an Instructional technology Specialist
- DESE licensure as a supervisor/director, or principal
- 3-5 years' experience as a teacher preferred
- 3-5 years' experience as an instructional technology coach for teachers preferred
- Extensive knowledge of technology uses in educational/instructional settings, and of technology hardware and network operations
- Excellent communication and interpersonal skills
- Demonstrated success working within a diverse workforce with multiple constituencies

An Equal Opportunity Employer

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As of April 27, 2022