

MLTI Ambassador Job Description

MLTI Ambassadors function as Distinguished Educators at Maine DOE. DE positions are set up as an exchange agreement between the Department of Education and your local school district. Through the agreement, the Department pays your local school for the duration of your contract as a distinguished educator, allowing your school to temporarily fill your vacant position and continue to pay you your current rate while you work as a distinguished educator. Once the two-year contract is complete, you will be able to return to your position within that district. An MLTI Ambassador works to provide professional learning to MLTI schools and educators. They are contracted from their school to work as a “distinguished educator” for a two-year period. They work closely with the Digital Learning Specialists and other MLTI Ambassadors to create and deliver professional learning sessions, connect and work with educators and administrators at MLTI schools, and act as a representative and advocate of MLTI and connected initiatives. The MLTI Ambassadors actively communicate and coordinate with MLTI Educators to ensure that professional learning design and delivery provide equitable access for all. The MLTI Ambassador works with MLTI Educators and Administrators on goal setting and progress tracking to ensure success with their schools.

Additional resources and information about the MLTI Ambassadors work is also available on the [MLTI Youtube channel](#) and on the Maine DOE [website](#).

Position Tasks (May include but are not limited to)

- Attend regularly scheduled virtual meetings with other Ambassadors and the Digital Learning Specialists.
- Lead, facilitate, and participate in MLTI PLCs
- Coordinate and facilitate outreach to schools and subsequent communications
- Work with schools to develop goals, track progress, and document success.
- Work with MLTI Liaisons to create local-based professional learning that is meaningful and ongoing.
- Work with Digital Learning Specialists to identify and support regional and school-based needs.
- Provide sessions at MLTI events (Student Conference, SLAM Showcase, etc.)
- Share technology integration successes from the field through written articles, social media posts, etc.
- Support in the planning of state-wide, regional, and school-based events.
- Present at school, regional and state conferences, individually and/or as part of a team.
- Build the capacity of school and regional teacher-leaders.
- Provide instructional technology coaching and support to the field.
- Assist in the planning of the MLTI student conference and similar conferences.
- Stay current in educational technology trends.

- Assist in the vetting of technology (digital tools, apps, devices, etc.)
- Assist with data collection as it relates to program evaluation.
- Assist in and facilitate other MLTI tasks and initiatives as assigned.

Knowledge and abilities essential to the position include:

- Knowledge of best practices in learning with technology.
- Familiarity with most common learning devices and most popular digital tools used at the 5-12 grade span.
- Experience working in a school environment.
- cursory knowledge of common school systems (SIS, LMS, etc.).
- Experience working in common virtual meeting spaces (Zoom, Teams, Google Meet).
- Ability to adapt practices to stay relevant with changing technology.
- Ability to build positive relationships with educators and administrators.
- Ability to develop strategic plans with teachers, administrators, schools, etc.
- Ability to work collaboratively and communicate effectively.
- Ability to manage workload in a mostly remote environment.
- Ability to lead and manage virtual meetings.
- Ability to efficiently familiarize themselves with new technologies.
- Ability to procure and create applicable digital resources to provide support.
- Ability to provide technical assistance to school systems, educators, and other constituents.
- Ability to use interpersonal skills.
- Ability to establish and maintain effective working relationships with colleagues and to work collaboratively within and across teams.
- Ability to communicate effectively through written and oral modes.
- Ability to problem-solve and manage use of time efficiently and effectively by prioritizing deadlines and proactively planning.