

Job Title: Technology Coordinator

Wage/Hour Status: Exempt

Reports to: Director of Curriculum & Special Programs

Dept./School: Districtwide Responsibilities

Date Revised: August 4, 2008

Primary Purpose:

Facilitate the effective use of computers and other technology in programs districtwide. Assist in the development of short and long-range plans for the integration of technology into the instructional and administrative programs. Implement and coordinate the technology staff development and training program.

Preferred Qualifications:

Education/Certification:

Associate of Arts degree in an appropriate area; and/or appropriate training and experience

Special Knowledge/Skills:

Knowledge of computer hardware and software applications;
Knowledge of technologies available for use in instructional and administrative settings;
Ability to develop and deliver technology training to adult and student learners;
Ability to perform on-site technical work to install/maintain computer equipment and network/software applications throughout the district;
Respond to or assign work order requests by diagnosing and repairing technology problems; and
Strong organizational, communication, and interpersonal skills

Experience:

Two years experience in a technology related area working with computer hardware and instructional/administrative software applications.

Major Responsibilities and Duties:

1. Provide leadership and technical expertise to district personnel in the planning, implementation, and evaluation of effective instructional technology throughout the district.
2. Coordinate the development and implementation of a comprehensive staff development plan for the use of technology.
3. Integrate & maintain technology in the existing instructional curriculum and administrative processes.
4. Develop and implement a continuing evaluation of district technology and recommend changes based on the findings.
5. Assist with the bidding process, purchase, distribution, maintenance, and installation of hardware, software, and other technological equipment.
6. Serve as liaison to outside vendors that provide support for technology equipment and materials.
7. Help supervise the technology budget to ensure that technology program funds are managed prudently.

8. Compile budget and cost estimates as requested.
9. Coordinate the selection of technology equipment and software.
10. Assist in the development of policies and procedures regarding technology issues.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
12. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of technology.
13. Assist in the recruitment and selection of district technology personnel.
14. Evaluate the performance of technology personnel to ensure effectiveness.
15. Develop & implement +training options and improvement plans for technology personnel to ensure best operation of programs.
16. Other duties assigned.

Supervisory Responsibilities:

Supervise and evaluate the performance of district computer technicians; [and campus technology personnel (as requested)].

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Climbing, stooping, bending, and kneeling, frequent use of small hand tools and electronic test equipment, frequent districtwide travel. Occasional prolonged and irregular hours. Maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by Ned Burns, Superintendent Date August 4, 2008