

## Technology Coordinator

### **Desired Qualifications:**

Strong communication and human relations skills.

Effective organizational and leadership skills.

Knowledge of and skills in instructional technology.

Effective instructional skills for adults and students.

A vision of a sound technology curriculum and staff development process.

### **Reports to:**

Superintendent

### **Position Goal:**

To ensure that all staff and students are technologically literate. To create a technologically rich environment.

### **Functions of Technology Coordinator:**

Provide staff development for teachers and support personnel to assure they are technologically literate.

Direct the development of a K-12 technology curriculum.

Chair the District's Technology Committee.

Plan, develop, and support the structure necessary to implement a visionary technology instructional program including: implementing a needs assessment; developing short and long range plans for the purchase and utilization of technology; development and implementing a staff development plan for integrating technology into the curriculum.

Coordinates the purchase and registration of programs, ensuring data and equipment security.

Maintain and repair the hardware of the district and send items to be repaired when necessary.

Assist teachers and principals in the evaluation of appropriate hardware and software.



Assist in the overall evaluation of instructional and administrative technology systems.

Hold regular informational/training meetings with administrators and staff.

Assure that the state requirements for technological literacy are met.

Develop proposals, maintains records, write grants and help secure funds for district technology programs.

Keep informed of the latest research, trends, and developments in educational technology.

Disseminates appropriate information to the staff.

Performs other such duties as assigned by the Superintendent or Business Manager.

Other duties as assigned.

**Terms of Employment:**

Salary and work year to be established by the board.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.