



EDUCATING LEARNERS FOR THE 21ST CENTURY

## **JOB DESCRIPTION**

### **TECHNOLOGY COORDINATOR**

**STIPEND: \$2,000**

**BASIC FUNCTION:** The technology coordinator shall coordinate teacher/classroom use of technology and labs and encourage and promote the use of educational technology in all curricular areas and aspects of instruction.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Assist in the implementation of technology across the curriculum
2. Assist administration in the development of a site technology plan
3. Schedule and chair regular meetings of the site technology committee; prepare agendas; and articulate with other site committees
4. Attend regular district-level technology meetings and report to the site administration regarding the proceedings of the district-level committee
5. Assist the site administrator in integrating the use of technology into curricular areas; advise on curriculum issues as they relate to technology
6. Assist the site administrator in preparing a budget for technology implementation and support
7. Assist administration in developing an inventory system; tracking system for software licensing and upgrades
8. Conduct and/or coordinate in-service training for local staff in software, hardware, and specific subject uses of technology
9. Assist in referring site personnel to appropriate personnel to resolve problems in technology use
10. Attend in-service training to maintain and upgrade understanding of software and new methodologies for technology implementation
11. Assist staff in the selection of technology, apprise staff of developing trends, and inform staff of available resources
12. Attend site-based committees and present information
13. Assist the technology department in evaluating the effectiveness of site technology information and materials
14. Serve as a consultant to staff, PTA, and/or student groups
15. Disseminate site technology information and materials to site-based groups
16. Install district programs including Waterford, Study Island, etc.
17. Train staff in District programs, equipment, software, and integration of technology into curriculum
18. Provide assistance and monitoring of District benchmarks related to printing and scanning of answer documents and retrieval of reports
19. Perform other duties as assigned

#### **SUPERVISOR**

Under the immediate supervision of the principal

**QUALIFICATIONS:** The candidate must possess the knowledge, skills and personal leadership qualities to successfully demonstrate the ability to:

- plan, organize, and administer the site technology program
- Coordinate assigned activities with other departments and outside agencies;
- Provide responsible and complex administrative support to the principal;
- Advise and instruct students and teachers
- Communicate effectively orally and in writing;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Communicate effectively with diverse constituencies;
- Possess interpersonal skills which result in tactful, patient, respectful, and courteous interaction with others
- Prepare comprehensive narrative and statistical reports;
- Direct the maintenance of a variety of reports and files related to assigned activities;
- Administer current best practices in the organization and facilitation of technology
- Maintain consistent, punctual, and regular attendance

**Physical Requirements:**

Ability to hear and speak to exchange information orally and in writing; see to read a variety of materials; walk across campuses to conduct school business; sit, reach, stoop, and bend as needed to perform clerical and administrative duties. Stand for extended periods of time when assisting with student supervision.

**Education and Credential Requirements:**

Must possess at least a Bachelor's Degree from an accredited institution with a Masters' degree preferred; and California teaching credential required.

**Experience:**

At minimum of three years teaching experience and two years successful leadership experience in the educational field or other substantial experience serving on the school leadership team, or coordinating site-based programs.

**Certificate Requirement:** Must maintain current CPR/First Aid certification and a California' Drivers' License.

*Board Approved: 12-11-08*