# DISTRICT TECHNOLOGY COORDINATOR

**Qualifications**:

* Bachelors Degree or higher.
* Valid Teacher Certificate with at least 3 years of teaching experience.
* Have had successful experiences in the following:
	+ Experience in developing, coordinating, implementing and assessing K-12 educational technology plans.
	+ Familiar with current/emerging issues impacting schools related to technology.
	+ Ability to manage Novell networks.
* Experience in training adults and students in the use of instructional technology.
* Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**General Description:** Provide supervision and support for the operation of the (School District) voice, video, and data networks. Assist administrators and provide oversight of teachers and staff in the full utilization of the networks to improve the instructional and management functions of the school district.

**Reports To:** Assistant Superintendent

**Essential Duties and Responsibilities:**

* Develop the District Technology Plan. Coordinate implementation of the plan and evaluate and recommend modifications as needed.
* Chair the District Technology Committee and provide leadership and direction when necessary.
* Design and implement the district’s Technology Training Plan for teachers, administrators and staff. Insure appropriate application of technology for instructional and management functions.
* Provide assistance to teachers and administrators to facilitate the effective integration of technology into the curriculum.
* Maintain a file of appropriate technology based instructional activities that are correlated to district outcomes. Activities should include content specific software, tool software and Internet resources.
* Provide consultation for teachers, administrators, and support staff on a daily basis to assist with technology problems and concerns.
* Support district wide software applications. (e.g. Office 2000, voicemail, SIS, GroupWise, etc.)
* Develop and assist in the implementation of technology outcomes. Evaluate and modify as necessary.
* Supervise the District Technology Support Specialist.
* Supervise the provision of services through the Building Technology Coordinators. Coordinate, train, and provide assistance to Building Technology Coordinators.
* Recommend budget requirements to support the district’s Technology Plan.
* Assist in securing state, federal and other funds through grant writing. Administer those technology grants that are awarded.
* Insure district compliance with state and federal technology mandates and initiatives. (i.e. SRSD, TTI, USF).
* Recommend technology protocols and modifications to existing protocols as needed. Protocols will include but not be limited to the ethical and legal use of technologies, network security and provision for stability of technology systems. Supervise adherence to protocols by administrators, teachers, staff and students.
* Consult with the administration on network related security issues.
* Evaluate, recommend, and purchase hardware and software. Verify purchases and coordinate setup of equipment and installation of software.
* Maintain an inventory of district technology equipment and warranty information.
* Maintain an inventory of software purchases and licenses to insure district compliance to copyright laws and guidelines.
* Manage the district’s voice, video, and data networks including but not limited to backup procedures, network accounts, and maintenance.
* Troubleshoot and maintain technology equipment, systems and networks. Facilitate repairs when required. Supervise work by outside contractors.
* Participate in technology conferences and professional growth activities to keep abreast of current and future trends in instructional technology.
* Present reports to the Board of Education as requested.
* Additional responsibilities as assigned by the Assistant Superintendent.