**TECHNOLOGY COORDINATOR**

**Skills Framework**

**Leadership and Vision:** Works with others to create a vision for how technology will support the district’s strategic goals.

* Ability to establish and lead governance committees and facilitate the process of priority-setting and decision-making.
* Interpersonal skills and a willingness to work closely with all constituents.
* Ability to adapt known technologies to new uses and envision natural relationships between emerging technology recourses and the education process.
* Big-picture understanding of school organization, of curriculum and of the issues of greatest importance to teaching and learning.
* Understanding of the change process and effective approaches to facilitating change.

**Planning and Budgeting:** Works with the instructional and technical teams to identify the steps needed to meet strategic goals and a budget that takes into account the total cost of implementing technology solutions.

* Ability to think strategically, manage projects, and lead the district from vision to effective delivery of services.
* Ability to set practical and realistic timelines for technology implementation.
* Understanding of the steps and financial tools involved in the budgeting process.
* Strong working knowledge of the concept of total cost of ownership and the ability to translate that into realistic budgets.
* Understanding of the impact and need for technology throughout the enterprise – and the relationship between curriculum, instruction and technology in providing a teaching and learning environment.

**Team Building and Staffing:** Creates and supports cross-functional teams for decision-making, technology support, professional development, and other aspects of the district’s technology program.

* Strong leadership skills and the ability to empower others to assume leadership roles.
* skills at facilitating team building activities, modeling examples of trust between department members, and utilizing quality improvement tools for decision-making.
* Ability to identify strengths and weaknesses and make effective hiring decisions.
* Strong communication skills and a commitment to keeping all parties informed about technology progress and choices.

**Systems Management:** Directs, coordinates, and ensures the implementation of all tasks related to: the development of technical specifications and infrastructure decisions; the selection, purchasing, installation and maintenance of IT; and the integration of technology into every facet of operations.

* Knowledge and expertise about infrastructure and performance standards for all aspects of the IT system.
* Strong technical background accompanied by a personal commitment to ongoing research and learning.
* Ability and willingness to hire skilled experts to support and oversee different aspects of the It program.
* Ability to make purchasing and implementation decisions based on needs of the total school system – and understanding of the full life cycle of technology purchases.

**Information Management:** Oversees the establishment and maintenance of systems and tools for gathering, mining, integrating and reporting data in usable and meaningful ways.

* understanding of data-driven decision making and the role information needs to play in shaping and supporting a district’s educational programs.
* Understanding of techniques and tools for data gathering, warehousing, and analysis – including a knowledge of available applications and the options for customizing them or building new tools in-house.
* Knowledge of data-related industry standards (eg., SIF and SCORM) and of governmental mandates (e.g. IDEA) with information reporting requirements.
* Ability to assess and respond to the needs and concerns of a variety of knowledge workers.

**Business Leadership:** Serves as a strong business leader who guides purchasing decisions, assists in determining the “return on investment” and all technology implementations, and fosters good relationships with vendors, potential funders, and other key groups.

* Comfort managing a budget, making purchasing decisions, and handling the financial aspects of running IT business.
* Knowledge about market rates for technology equipment and services and the issues that determine ROI.
* Ability to direct, manage, and negotiate with vendors and business partners.
* Strong communication skills, the ability to build partnerships and articulate a vision for the district’s technology program.

**Education and Training:** Budgets, plans for and coordinates on-going purposeful professional development for all staff using new technologies.

* Current understanding of both technical and educational best practices and the appropriate uses of technology to support high-caliber, rigorous student work.
* Understanding of the key elements contributing to successful professional development.
* Awareness of technology-related professional growth needs of all staff members – including administrators and support staff – and the ability to respond to these needs, including providing “just in time” opportunities to remain current on technical content.
* Ability to plan professional development activities that help teachers meet a wide range of instructional goals for the district with help from interactive technologies.

**Ethics and Policies:** Oversees the creation, implementation and enforcement of policies and educational programs related to the social, legal and, ethical issues involved in technology use throughout the district.

* Knowledge about laws and legal issues related to copyright, privacy, filtering and other aspects of school technology use.
* Awareness of other relevant issues including safety, technology-related health concerns and guidelines for fair and ethical implementation of technology.
* Experience with AUP development and enforcement.
* Commitment to modeling responsible technology use and working closely with all constituents.
* **Communication Systems:** Directs and coordinates the use of e-mail, district web sites, voicemail systems and other forms of communication technology to facilitate decision-making, dialog and effective communication with the community and other key stakeholders.
* Working knowledge of various communication tools – including purchasing options and technical issues related to implementation.
* Understanding of web design and support issues and the staffing needed to keep district and school sites updated and operational.
* Knowledge about converging technologies and new options for enhancing communication through technology.
* Strong communication skills and the ability to provide leadership to stakeholders in the utilization of communication resources.