

Cottonwood Joint School District No. 242

District Technology Coordinator Job Description

QUALIFICATIONS:

1. The Technology Coordinator shall have substantial knowledge of computer basics, including components, operations, basic programming, trouble shooting and general maintenance procedures.
2. The Technology Coordinator shall have experience in, or knowledge of, computer curricular as applied to the K-12 instruction program.
3. The Technology Coordinator shall have current knowledge concerning industry standards and needs.

JOB GOALS:

1. To provide technical assistance to administrators and staff in the implementation and operation of the hardware and software contained in the district computer programs.
2. To provide direction and expertise in developing a district wide technology education curriculum that will prepare our students for life and work in the 21st century.
3. To foster a good cooperative working relationship with other district staff members in attempting to resolve computer hardware and software problems.

REPORTS TO: Individual administrators as responsibilities relate to each building or program.

PERFORMANCE RESPONSIBILITIES: The Technology Coordinator will:

1. Maintain a schedule, within the time allotted for Technology Coordinator duties, to visit each school on a regular basis for the purpose of communicating with each administrator regarding needs, problems and concerns.
2. Provide, within the capability of the coordinator, all repair and cleaning services possible and arrange for outside services when repairs cannot be made on site.
3. Assist in developing district budget requests for hardware and software for office and classroom needs. Students may be used to help provide this service only when accompanied and supervised by the computer coordinator.
4. Provide information and make recommendations to administrators regarding pricing, quality, markets and service for the software and hardware needed to adequately serve office and classroom needs.
5. Assist in the consolidation of hardware, software and supply orders for more cost effective purchases.

6. Maintain an inventory of licenses software in the district and provide information to staff members regarding such software.
7. Maintain an inventory of all hardware in the district noting configuration, capabilities, utilization, value, location, age and warranty information.
8. Chair a committee, with representatives from each building, convened for the development of a structured, effective K-12 computer Curriculum.
9. Reconvene the Technology Curriculum Committee annually to evaluate and refine the computer curriculum.
10. Assist in the development of a teacher inservice/adult education program that will facilitate the delivery of the computer curriculum for the benefit of the students, staff and community.

TERMS OF EMPLOYEMENT: The technology coordinator shall be part time position, normally held in conjunction with a teaching position within the district.

EVALUATION: The Technology Coordinator will be evaluated in terms of effectiveness in relation to this job description and how well he/she is able to work with district computer users. Recommendations from building/program administrators will be used to assist in the evaluation process.