

Job Description

Position Title: School Technology Coordinator
Reports To: Principal (with support from the Department of Education Technology)
Qualifications: Currently employed in the school. Training and/or experience in educational technology
Position Goal: To coordinate all aspects of the school technology program.

Performance Responsibilities:

1. Chair the school's technology committee, including oversight of school KETS funds. The technology committee is responsible for overseeing all technology activities in the building.
2. Coordinate the writing of the school's technology plan.
3. Provide school staff with initial technical support and facilitate getting more in-depth technical support when needed.
4. Facilitate or conduct technology-related professional development for school staff. The STC may be paid an additional stipend for some professional development activities.
5. Attend monthly School Technology Coordinator (STC) meetings and disseminate information from those meetings and from other electronic or written communications.
6. Serve as liaison between the school and district technology staff.
7. Oversee the selection, ordering and receipt of all computers, software and other forms of technology.
8. Work with appropriate district or school-based technology staff to help school staff in integrating technology into the curriculum.
9. Maintain a technology inventory.
10. Facilitate school staff's adherence to the acceptable use policy and other technology-related policies and laws.
11. Work with appropriate district or school-based technology staff to manage the school's network and other network related needs such as setting up email accounts.
12. Maintain a library of technology related materials and catalogs for school staff.