

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

JOB DESCRIPTION

TITLE: TECHNOLOGY COORDINATOR ASSISTANT

QUALIFICATIONS:

1. An interest in education technology.
2. knowledge of various computer applications, educational software, telecommunications, and multimedia.
3. Demonstrated proficiency as well as a demonstrated commitment to the use of educational technology.
4. Such alternatives to the above qualifications as appropriate and/or acceptable.

REPORTS TO: Technology Coordinator

DUTIES AND RESPONSIBILITIES:

1. Assist teachers in integrating technology into their classrooms.
2. Assist staff/students in the use of technology.
3. Assist in previewing and making recommendations regarding software, hardware, and peripheral purchases.
4. Assist the Technology Committee in the development of long-range planning and policy making.
5. Collect information to help in grant development.
6. Assist in supervision of access to the Internet
7. Assist in installing, maintaining, and supervising the district's networks.
8. Maintain and clean technology hardware and peripherals as directed and/or needed.
9. Assist in keeping inventory of equipment, software, and supplies.
10. Assist with district administrative data processing.
11. Assist in disseminating technical information to district staff.
12. Assist in supervision and/or scheduling of outside agency use of technology labs in the schools after regular hours.
13. Assist in preparation of specifications for hardware and software purchases.
14. Perform other duties as requested and assigned by the technology coordinator, building principals, and/or the superintendent.

TERMS OF EMPLOYMENT: As specified in annual statement of employment and support staff handbook.

EVALUATION: Annually by technology coordinator.

COMPENSATION: Determined annually and specified in statement of employment.