

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

JOB DESCRIPTION

TITLE: TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. Illinois teacher certification.
2. Comprehensive 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: Superintendent and Building Principals

DUTIES AND RESPONSIBILITIES:

1. Assist teachers in integrating technology into their classrooms.
2. Assist staff in the use of technology.
3. Plan, coordinate and provide staff development (conduct inservice, recommend workshops, etc.) in the use of technology.
4. Supervise technical assistance on computer applications.
5. Develop a system for handling work requests from the four buildings, in consultation with administration.
6. Preview and make recommendations regarding software, hardware, and peripheral purchases.
7. Work with the Technology Committee in the development of long-range planning and policy making.
8. Write grants for funds for new technology.
9. Supervise access to the Internet.
10. Coordinate use of technology in the District to match needs of local industry.
11. Maintain and supervise the district's networks.
12. Maintain hardware and peripherals.
13. Keep inventory of equipment, software and supplies.
14. Assist in the installation of computer networks.
15. Assist with the district administrative data processing.
16. Attend technology conferences and disseminate acquired information to district staff.
17. Develop and administer guidelines for outside agency access to technology labs in the schools after regular hours.
18. Work with curriculum committees to develop and/or procure computer programs to meet instructional needs.

19. Prepare bid specifications for hardware purchases, acquire bids, summarize and present bid information to administration and committees.
20. Maintain information base on legislative changes concerning technology.
21. Implement procedures in concert with federal and state laws and district policies.
22. Interpret the technology curriculum and its philosophy to the Board, administration, staff, and community.
23. Perform other duties as requested and assigned by the superintendent and/or his/her designee.

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

EVALUATION: Annually by superintendent and/or building principals.

COMPENSATION: Determined annually and specified in statement of employment.

Revised February 5, 2010