

GREENLAND SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: Technology Coordinator
Reports to: Superintendent
Dept./School: Central Office
Wage/Hour Status: Exempt
Approved:

Primary Purpose:

Facilitate the effective use of computers and other technology in instructional programs district wide. Assist in the development of short- and long-range plans for the integration of technology into the instructional program. Implement and coordinate the technology staff development and training program.

Qualifications:

Education/Certification:

Bachelor's degree preferred

Special Knowledge/Skills:

Knowledge of computer hardware and software applications
Knowledge of technologies available for use in instructional setting
Knowledge of curriculum design and implementation
Ability to develop and deliver technology training to adult learners
Strong organizational, communication, and interpersonal skills

Experience:

Three-year's experience preferred, working with computer hardware and instructional software applications

Major Responsibilities and Duties:

Staff Development

1. Provide leadership and technical expertise to principals and other district personnel in the planning, implementation, and evaluation of effective instructional technology throughout the district.
2. Coordinate the development and implementation of a comprehensive staff development plan for the use of instructional technology.
3. Provide staff development to teachers and administrators in methods of involving technology in the delivery of curriculum.

Curriculum Development

4. Assist in integrating technology in the existing instructional curriculum.
5. Coordinate the writing of curriculum for technology programs and monitor the instructional process in all content areas using technology.

6. Disseminate information regarding current research and significant developments in technology education at the state and national level.
7. Develop and implement a continuing evaluation of the instructional technology program and implement changes based on the findings.

Technical Support

8. Assist with the bidding process, purchase, distribution, maintenance, and installation of hardware, software, and other technological equipment and materials within instructional programs.
9. Serve as liaison to outside vendors that provide support for technology equipment and materials.

Budget and Inventory

10. Administer the instructional technology budget and ensure that program is cost-effective and funds are managed prudently.
11. Compile budget and cost estimates.
12. Coordinate the selection of technology equipment and software; maintain a database of all instructional software in the district.

Policy, Reports, and Law

13. Assist in the development of policies and procedures regarding technology issues.
14. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
15. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of instructional technology.

Personnel Management

16. Assist in the recruitment and selection of personnel and make sound recommendations relative to placement, assignment, discipline, and dismissal.
17. Evaluate the performance of instructional technology personnel to ensure effectiveness.
18. Develop training options and improvement plans for technology personnel to ensure best operation of programs.
19. Other duties as assigned by Federal Programs Coordinator, Director of Curriculum, Instruction & Assessment or Superintendent.

Supervisory Responsibilities:

Supervise and evaluate the performance of campus instructional technologist and campus technology specialist if available.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district wide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.