

ADMINISTRATION

JOB DESCRIPTION

TITLE: District Technology Coordinator

RESPONSIBLE TO: Director/Curriculum and Instruction

MAJOR FUNCTIONS REGARDING THIS POSITION:

1. Provide Technology Leadership

- a. Develop technology vision
- b. Create/submit triennial district technology plan for state
- c. Investigate future technology trends
- d. Assist principals and building technology coordinators with technology planning
- e. Advise administrators, teachers and staff on the use of technology
- f. Develop vendor partnerships

2. Manage Technology Systems And The Personnel That Support These Systems

- a. Manage support of Student Information Systems
- b. Manage support of Financial Systems
- c. Manage support of HR Systems
- d. Manage support of Library, Food and Transportation systems
- e. Manage support of classroom applications
- f. Manage content delivery systems: Moodle, Discovery Educaton/United Streaming, Web-based subscriptions such as Study Island, TeachingBooks, TumbleBooks, etc.

3. Manage Curriculum Integration

- a. Collaborate with curriculum specialists
- b. Align technology standards with state/district content standards via curriculum revision process in each subject area
- c. Promote implementation of grade-level student technology standards
- d. Promote technology integration by teacher
- e. Research/pilot new classroom uses for technology
- f. Develop/maintain software purchasing standards
- g. Develop/maintain district hardware purchasing model

4. Manage Grants & State /Federal Programs

- a. Prepare grant applications
 - i. Complete eTech Connectivity Grant, eTech PD Grant and other grant applications
 - ii. Manage grant implementation
 - iii. Evaluate and report program outcomes to eTech
- b. Prepare state/federal discount applications
 - i. Complete discount program applications for eRate, Title II-D funds, etc.
 - ii. Respond to discount program inquiries
 - iii. Manage discount program implementation
 - iv. Compile final reports for discount programs
- c. Complete mandated eTech surveys

5. Manage technology staff

- a. Design staff development for Database Manager and Educational Technology Project Manager
- b. Conduct team meetings (Software, Data)
- c. Recruit/interview new staff
- d. Encourage positive staff morale
- e. Mentor staff
- f. Perform staff evaluations
- g. Determine staff workload
- h. Facilitate conflict resolution
- i. Manage daily operations

6. Manage Technology Budgets

- a. Forecast budget needs and report to Director of Curriculum and Instruction
- b. Develop budgets
- c. Monitor/adjust budgets
- d. Review purchasing contracts
- e. Approve technology hardware and software purchases
- f. Advise Administrators, Sites and Departments on purchases
- g. Coordinate multiple funding sources

7. Manage Technology Professional Development

- a. Guide Educational Technology Specialist in planning district PD
 - i. Align training to state/district standards
 - ii. Develop scope/sequence for training
 - iii. Manage classroom integration training
- b. Guide Educational Software Project Manager in planning district training
 - i. Manage application training
 - ii. Manage systems training
 - iii. Manage hardware training
 - iv. Develop training partnerships
- c. Evaluate training program
- d. Research training models

8. Perform Administrative Tasks

- a. Participate in State/Regional/Local partnerships (eTech, HCESC, HCCA)
- b. Evaluate board policies/administration regulations
- c. Monitor compliance (CIPA, COPPA)
- d. Manage technology initiatives
- e. Prepare administrative reports
- f. Respond to legal inquiries
- g. Develop departmental procedures
- h. Participate in meetings
- i. Conduct site visits
- j. Manage technology inventory

9. Continue Professional Development

- a. Review professional literature
- b. Participate in professional organizations
- c. Deliver professional presentations
- d. Network with other professionals
- e. Participate in continuing education