TITLE: TECHNOLOGY COORDINATOR

JOB SUMMARY:
To provide technology resources to teachers, students, and a variety of non-instructional processes such as personnel records, accounting, student records, library acquisitions and circulating, purchasing, and inventory management. To enhance instruction through the use of technology across the curriculum, and to promote efficiency in the schools through the use of technology.

PRIMARY RESPONSIBILITY TO
Technology Director, Superintendent, or Head of School

QUALIFICATIONS
1. College education or relevant industry certifications
2. Two years formal training or relevant experience in providing computing support
3. General knowledge of operating systems, software, and hardware
4. Working knowledge of networking design, equipment, and configuration
5. Proficient with Excel
6. Able to read and comprehend technical instructions and information
7. Able to write simple correspondence as well as technical correspondence
8. Able to write grants
9. Knowledge of current information technology practices and applications to meet customer support requirements
10. Able to perform maintenance and repairs, and to trouble shoot hardware and software
11. Able to facilitate the effective utilization of technology equipment, applications, on-line services, and technology resources
12. Able to deal effectively with people who have varying degrees of knowledge about computers
13. Ability to effectively communicate verbally in one-on-one, small groups, and large group situations
14. Able to lift and carry up to forty-five pounds
15. Excellent organizational skills and a strong background in problem-solving skills
16. Able to work under deadlines
17. Maintain confidentiality of staff and students

MAJOR DUTIES AND RESPONSIBILITIES

Assisting Staff with Technology
1. Provide technology resources to teachers, students, and a variety of non-instructional processes such as personnel records, accounting, student records, library acquisitions and circulating, purchasing, and inventory management
2. Oversee inventory management of all computer devices

3. Identify and provide for technology-related teacher training, including basic computer skills, use of network, and educational uses of technology
4. Answer technology-related inquiries in person, over the phone, or e-mail
5. Give clear instructions, and explain technology problems in non-technical terms
6. Maintain a catalog of available instructional software and work cooperatively with the media specialist to provide access to appropriate software for teacher and student use
7. Help identify and provide for technology-related teacher training, including basic computer skills, use of network, and educational uses of technology
8. Support ongoing Five-Year Technology Plan development, implementation, and evaluation

Equipment and Networks
1. Perform preventative maintenance on all technology-based devices
2. Study, evaluate, and, as appropriate, recommend to the superintendent the adoption of new technology instruction materials, methods, programs, and the purchase of computer hardware, software, and other instructional technology tools
3. Install, modify, upgrade, and repair all technological devices, both hardware and software, including contacting appropriate service contractor when applicable as well as repairing and replacing defective mechanical or electrical parts
4. Observe and identify current or potential problems within technological systems
5. Repair hardware and software and recommend solutions to technical problems
6. Keep electronic records on equipment, including inventories and maintenance records, system usage, and repair parts
7. Administer the network user population, adding, maintaining, and restricting user accounts as needed, and monitor network usage
8. Administer access to the internet
9. Reduce risk of exposure to offensive material, and monitor and filter access to the internet to appropriate sites
10. Maintain and upgrade users' access to the internet
11. Administer district e-mail accounts
12. Add or upgrade user information as necessary, monitor account usage, and maintain e-mail connection to the internet

Other
1. Identify, write, and manage technology grants
2. Represent the district's computer education program to the public through workshops and other presentations
3. Provide leadership in the development of district policies related to the use of instructional technology, computer software, and online services
4. Keep immediate supervisor informed of activities and any issues that may arise
5. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
6. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education

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7. Represent the school district in a positive manner
8. Know and follow school district policy and chain of command
9. Perform other duties as assigned

EVALUATION
Performance of this position will be evaluated annually by the assistant superintendent and/or superintendent in conformance with district policy and IDAPA 08.02.02.120.

TERMS OF EMPLOYMENT
Renewable employment contract

NOTE
All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.022	Endorsements A-D
	IDAPA 08.02.02.023	Endorsements E-L
	IDAPA 08.02.02.024	Endorsements M-Z
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders