Title: Site Technology Coordinator

Reports to: Director of Technology and Site Principal

Work Year: 10 Months, part time position

Salary Range: 9

Definition:
Under the direction of the site administrator and working with the Director of Technology, the Site Technology Coordinator will plan and conduct technology instruction and/or work with classroom teachers to promote the use of educational technology in all curricular areas and aspects of instruction.

Representative duties:
- Coordinate and develop the computer program and provide technology instruction
- Provide technology integration support to classroom teachers so that technology is used as a learning and teaching tool across all curriculum areas
- Conduct training for all parent volunteers as necessary
- Manage and support computer lab equipment, educational software, student on-line assessments, databases, programs, and technology equipment set up
- Seek IT Support Technician support as needed
- Troubleshoot Internet connectivity, lab equipment, educational software, and other various programs
- Assist with site computer and program inventory
- Assist Director of Technology with providing technology staff development activities and the development of technology plans
- Participate in staff development, site and district meetings as requested
- Other related duties as assigned

Ability to:
- Work collaboratively with the school community
- Plan and organize work and determine appropriate priorities.
- Communicate effectively in oral and written form.
- Troubleshoot and assist in resolution of basic hardware and software issues
- Work independently with general guidance
- Organize and implement planned activities, meets schedules and deadlines

Knowledge:

- Microsoft Windows and Apple Operating Systems and network applications currently in use by the district
- Computer hardware, programs and on-line applications currently in use by the district
- The Internet as a source of information/knowledge and searching techniques
- Internet safety and district acceptable use policies.
- Maintain current knowledge of technological advances in the field.

Skills:

- Work effectively with children at varying levels
- Learn and implement instructional methods and techniques
- Maintain acceptable student behavior and safety
- Correct English usage, spelling, grammar and punctuation

Education: High school diploma or equivalent. Preference will be given to those with relevant professional experience and or college courses in computer science and/or related fields. AA Degree or vocational degree is highly desirable.   '

Experience: Two years' experience in the field of educational technology with K-8 students.

Physical Requirements: Performs work which is primarily in a classroom or playground setting, may occasionally accompany students and teachers on field trips off school site; requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboards, telephone, common office machines); requires vision (which may be corrected) to read small print; requires the mobility to stand, walk, run, stoop, reach and bend; requires lifting, pushing and or pulling books, supplies, equipment (mobility equipment) students and packages, which do not exceed 30 pounds and is an infrequent aspect of the job. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.