

LIBERTY UNION HIGH SCHOOL DISTRICT

TECHNOLOGY COORDINATOR

DEFINITION

Provides leadership and direction to the district technology program, including services, facilities, equipment, personnel and operation of student and administrative computer systems and programs; provides for the coordination of program improvement activities in instructional and administrative computer services. Coordinates and monitors District's technology plan. Conducts duties and responsibilities under the supervision of the Assistant Superintendent.

EXAMPLE OF DUTIES

- implements District Technology Plan within available resources;
- coordinates and conducts staff technology training programs;
- coordinates District Technology Task Force;
- develops and maintains District inventory of hardware and software;
- prepares grant proposals in relation to technology;
- oversees administration of district WAN for educational and management services;
- oversees the purchase of technology hardware and software applications based on district standards;
- serves as resource person for all personnel in the area of instructional technology and management information systems;
- assists in development of technology curriculum;
- oversees implementation of District student technology standards;
- ensures that computer and related technology services are provided in a timely manner;
- coordinates the work of the technology technician.
- coordinates the use of technology in the delivery and support of the curriculum;
- acts as district technology liaison to the Superintendent's Cabinet
- oversees district Web Site

QUALIFICATIONS

Knowledge of:

- educational technological applications;
- contemporary and emerging technologies and their applications;
- staff development applications;
- basic budget and inventory control procedures;
- human relations skills;
- collaborative decision making and group process skills;
- operating systems, applications software packages and their use;
- operation and limitations of computer systems;
- program planning and evaluation design,

Ability to:

- motivate and support others in successfully completing objectives;
- conduct effective in-service programs;
- communicate effectively, both orally and in writing;
- work in a changing environment;
- take initiative in developing new programs;
- understand and carry out oral and written instructions;
- work effectively with diverse individuals and groups;
- understand technological specifications associated with emerging technology;
- respond quickly to requests and new priorities of clients, inside and outside the District
- work as a member of a team

EXPERIENCE

Two or more years microcomputer and related equipment experience.
User training experience, both instructional and administrative.

EDUCATION

Secondary teaching credential required.

APPROVED: 6/9/99

SALARY

CERTIFICATED

MANAGEMENT

LIBERTY UNION HIGH SCHOOL
DISTRICT BOARD OF TRUSTEES

SCHEDULE: Placement according to experience
Contracted Days: 210

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER