

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



Title: Technology Coordinator

QUALIFICATIONS:

- a. B.A. Degree in Education or Computers
- b. Understand Networking Fundamentals

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Technological Equipment

JOB GOAL:

To use appropriate leadership, supervisory and manage skills to promote the development of students and staff through implementing and maintaining technological resources.

PERFORMANCE RESPONSIBILITIES:

1. Keeps the superintendent informed of the school district's technological activities and problems.
2. Makes recommendations concerning the school's administrative, management, and instructional patterns.
3. Prepares and submits the school's technology budgetary requests, and monitors expenditures of those funds.
4. Prepares and submits necessary technological reports.
5. Maintains active relationships with the community, parents, staff and students.
6. Leads in the development, determination of appropriateness, and monitoring of technology in the instructional process.
7. Assists in the development, revision, and evaluation of the curriculum.
8. Assumes the responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional or state meetings, and through enrollment in advanced courses and workshops.
9. Assists in the in-service orientation and training of teachers and all district staff.
10. Assists in providing adequate inventories of property under his/her jurisdiction and assists in the security and accountability of that property.
11. Responds in a timely manner to written and oral requests for information.
12. Assists administrative staff in assuring quality products and pricing when purchasing technological equipment.
13. Performs basic troubleshooting and repair work on network and technological equipment.
14. Recommends and implements sound network management and growth plans.