TITLE: Technology Coordinator

QUALIFICATIONS: Current knowledge of educational technologies and their applications.
                 Current knowledge of routine hardware and network maintenance.
                 Excellent organizational skills and personal initiative.
                 Ability to plan for the future.
                 High School diploma required; college or technical training preferred.

REPORTS TO: Business Manager

POSITION GOAL: The primary function of this position is to support and enhance the
                 effective utilization of instructional technology in the district's schools.

PERFORMANCE RESPONSIBILITIES:

1. Assist teachers and administrators in the development and implementation of a
    comprehensive and continuously improving technology plan for the district.
2. Support grants and federal funding impacting technology
3. Provide inservice training for teachers in the use of instructional computers with the goal
    of helping each teacher to become and effective user of their available technology.
4. Serve as an information resource person, assist in solving problems, and provide
    technical assistance in all schools.
5. Coordinate preventive maintenance and repair of instructional computers.
6. Assist in the acquisition and inventory of consumable supplies and replacement
    components for instructional computers.
7. Provide information for school budget planning, and assist in the purchase of computer
    hardware and software
8. Assume a leadership role in the networking of schools and classrooms.
9. Work to enhance the district's partnership in technology with groups such as the
    Northwest Ohio Area Computer Services Cooperative, E-Tech Ohio, the district's
    Business Advisory Council, and others.
10. Assist the administration in the coordination of technology objectives, programs, and
    decision making.
11. Support the district's compliance with copyright laws and other ethical and legal
    guidelines related to technology.
12. Plan for the effective use of older equipment.
13. Have a working knowledge of the district's network software.
14. Manage the Technology Work Order system.
15. Develop and maintain the District web page.
16. Liason for DASL (Northwest Ohio Area Computer Services Cooperative), Jackson
    Software (GradeQuick/Edline), and Telecommunications Service Community (TSC),

TERMS OF EMPLOYMENT: Employment shall be a 260-day basis as established by the
                          Board of Education.

EVALUATION: The Business Manager shall evaluate this position at least
                          annually.