

Technology Coordinator

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Technology Coordinator

Department: Central Office/Technology

Date: February 19, 2007

Reports to: Director of Technology

Purpose of Job

The purpose of this job is to develop, implement, and maintain a technology plan that will enable the district to implement a technology curriculum for students; develop and implement classroom models to improve student achievement, and manage technology resources for the school system.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Establish technology planning and implementation strategies.

Coordinate the development of the district's five year replacement cycle according to the technology plan.

Provide advice and assistance to teachers, principals, supervisors, and schools in the field of technology.

Evaluate and review the school system's needs at all instructional levels concerning technology, providing direction of programs dealing with curriculum, as well as classroom and building needs.

Interact with building Technology Coordinators at the school locations as a liaison for problem solving techniques.

Develop appropriate technology (hardware/software) purchasing strategies related to current and future curriculum technology needs of the system.

Provide leadership in the identification, selection, and implementation of technology integration at all levels in the school system.

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Review system goals, objectives, and strategies concerning current and future funding sources relating to technology budgets, to appropriately meet the needs of the replacement cycle.

Supervise telephony service/equipment repairs, installations, and telephone programming to ensure that service and equipment providers are meeting the needs and operational ability of the school system.

Serve as E-rate coordinator.

Coordinate completion of the Technology in Education Survey System (TESS) for the Tennessee Department of Education.

Additional Job Functions

Perform other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum BS Degree with three to five years work experience in technology-related fields and/or the field of education. Classroom teacher with experience in computers preferred.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment, such as telephones, computers, and peripherals, typewriters, copiers, adding machines, intercom systems, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for moderately active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

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LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to technology/office functions. Requires the ability to write reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in the absence of supervision; to acquire knowledge of topics related to the job of Technology Coordinator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear (talking-expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear).

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

Employee's Signature

Supervisor's Signature

Date

Date