**Title:** Building Technology Coordinator

**Reports to:** Building Principal

**Works in collaboration with:** District Tech ToSA(s) and Technology Department

**Position Overview**

The Building Technology Coordinator(s) works collaboratively with the District Tech ToSA(s), classroom teachers, and building principals to

* Work with District Tech ToSA(s) to support District Technology and Learning Plan
* Communicate at least once monthly tech updates to families at respective building
* Contribute to the planning and implementation of digital citizenship curriculum
* Serve as Initial point of contact for building-level support (ie: assist teachers with teacher computer station setup, troubleshoot common tech issues, instruct teachers on how to use SolarWinds Service Portal)
* Assist building teachers with district-supported educational software and workspaces. (ie: Google, IXL, Read and Write, etc.)
* Lead tech-related professional development at building level with support from the Tech ToSA(s)
* Manage school site technology (Chromebooks, hardware, repairs)
	+ Chromebook distribution, checkout, returns, cart management, etc..

**Position Details**

Estimated Number and Duration of Meetings

* Up to a half day meeting in August
* Attend monthly meetings, led by Tech ToSA(s) and Technology Director
* Attend required training for tech coordinators (10 to 15 hours per year)

Knowledge of

* Google Workspace (aka Google for Education)
* Software applications provided by the District (specific to your building level...such as Seesaw, Turnitin, Read Live, Reflex, Screencastify, etc…)
* Best practices in technology integration related to teaching and learning
* Physical asset management
* Proficiency with Chrome, OSX, Windows (training available)