

**KUSPUK SCHOOL DISTRICT**

P.O. Box 49  
Aniak, AK 99557  
(907) 675-4250



**JOB DESCRIPTION**

**TITLE: Educational Technology Coordinator**

Location: \_\_\_\_\_

District Posting Date: \_\_\_\_\_

Public Posting Date: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Hiring Supervisor: \_\_\_\_\_

Hours/Day: \_\_\_\_\_

**QUALIFICATIONS:**

1. Experience with computer hardware and software installation and maintenance.
2. Strong organizational skills.
3. Supervisory Experience.
4. Master's in Educational Technology preferred.
5. Willingness to travel.

**ESSENTIAL FUNCTIONS:**

1. Assists with planning for and purchase of district hardware and software technology.
2. Handles confidential materials professionally.
3. Prepares required applications and reports for federal e-rate and other technology funding programs.
4. Logs technology maintenance requests and coordinates enhancements and repairs.
5. Organizes staff training events.
6. Works with vendors and district staff to assure successful technology program implementation.
7. Coordinates with curriculum director & testing coordinator for successful implementation and maintenance of online district educational programs
8. Supervises and trains one or more support staff person.
9. Performs other duties as assigned.

**Reports To:** District Administrator

**Salary:** \$65,000 / year or more, DOE

**Length of Employment:** 11 months per year, assigned hours per day

*Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.*