

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Technology Coordinator

QUALIFICATIONS:

- Master's degree in Technology, Education, or related field
- Knowledge and understanding of the field of educational technology
- Experience in application of technology for educational purposes
- Experience in program and budget administration
- Experience as an educator in public or private schools is preferred
- Successful experience in the use of technology within a school district (K12)
- Ability to exemplify organizational philosophy and values
- Demonstrates ability to work with people as part of a team
- Alternatives or additions to the above qualifications as deemed appropriate by the Superintendent

REPORTS TO: Assistant Superintendent of Finance and/or Superintendent

JOB GOAL: To plan, develop, implement, evaluate and maintain an exemplary technology program for the district

SUPERVISES: Technology Personnel

EVALUATION: Trussville Board of Education Personnel Evaluation Plan

JOB RESPONSIBILITIES:

- Provide visionary leadership and the ability to articulate that vision in areas of responsibility
- Develop effective communication systems with staff, principals, other central office staff, and community, and serve as the primary contact for technology and data issues
- Assist with the overall management of district network
- Assist to coordinate and supervise technical support, network design and management, network security, and help desk support for all schools and the central office
- Coordinate the development of and enforce district policies and procedures governing technology and data issues and network security
- Develop and maintain a system to manage district technology contracts, purchase technology, and actively seek/procure funding for technology
- Assist and supervise school and central office staff designated for the collection, maintenance and reporting of data
- Evaluate and prepare reports to the Superintendent and/or Assistant Superintendents on an as needed basis concerning technology issues

- Assist with preparing and/or submitting state and local technology and data reports in a timely manner
- Provide leadership for short- and long-range planning for all district and school level technology and data initiatives
- Evaluate and integrate new technology resources through online resources and/or attendance at conferences/classes
- Assist the school administrators and central office staff in ensuring that curriculum technology resources are compatible with system guidelines
- Provide leadership to the school technology team, school leaders, and central office staff with developing and implementing short- and long-range technology plans in accordance with the state of Alabama Technology Plan and other state recommendations and guidelines
- Provide leadership in planning, developing, and implementing professional development activities face to face and online to meet established instructional technology integration needs and the Alabama Department of Education Technology requirements
- Supervise current documentation of individual school and district-wide inventory of technology assets
- Demonstrates a high degree of professionalism and ethics, working cooperatively with all stakeholders
- Performs other assigned duties as directed by the Superintendent and/or Assistant Superintendents