

## DISTRICT TECHNOLOGY COORDINATOR

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- TITLE:** District Technology Coordinator
- REPORTS TO:** Director of Education Technology
- SUPERVISES:** District Technology Resource Teachers, Computer Trainers, Assistive Technology Research Specialist
- JOB FUNCTION:** Coordinates and supervises all aspects of instructional technology in the district, including instructional integration, technology standards, professional development, and curriculum development.

### DUTIES AND RESPONSIBILITIES:

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- Coordinate the computer education program in all schools.
- Promote effective instructional use of technology in all schools.
- Coordinate and advise in the selection and purchase of instructional software, hardware, and other electronic instructional resources.
- Coordinate the work of district and school-based technology staff, including Technology Resource Teachers, School Technology Coordinators, Microcomputer Resource Technicians, Student Technology Leadership Program Coordinators, and any other staff who support instructional use of technology.
- Oversee on-going technology professional development and follow-up for certified personnel at the district, school, and classroom levels.
- Ensure compliance with the Kentucky Education Technology System.
- Develop, implement, and monitor plans for effective use of technology. Plans include, but are not limited to, the technology component of the district's consolidated plan.
- Evaluate instructional materials for potential district-wide adoption.
- Evaluate the use of instructional technology in the district, and promote research-based instructional technology practices.
- Co-chair the district technology advisory committee and participate in other committees related to instructional technology.

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### DUTIES AND RESPONSIBILITIES (CONT.):

- Serve as technology resource to SBDM councils and school technology committees.
- Engage in school, community, and public relations activities pertaining to instructional technology.
- Disseminate information pertaining to instructional technology to teachers, parents, staff, and community.
- Coordinate with technical support staff to ensure the instructional technology works properly.
- Promote compliance with governmental standards, copyright, board policy, and acceptable use policies related to technology.
- Develop and support technology standards for students, teachers, and administrators.
- Serve as primary contact between the district and other agencies, such as the Kentucky Department of Education, the US Department of Education, universities, and technology vendors.
- Support the use of technology for student assessment.
- Collaborate with district instructional services personnel to support effective instructional use of technology.
- Maintains regular attendance.
- Performs other duties as assigned.

### PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

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### EDUCATION AND EXPERIENCE:

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- Master's Degree in Education
- Certification in Educational Supervision or Administration
- Minimum three (3) years successful teaching experience
- Training and/or experience in educational technology

### LICENSES AND OTHER REQUIREMENTS:

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*Original Date: \_\_\_\_\_*

*Revision Date: 02/2001*

*Revision Date: 07/2012*