

## **Position Title: Technology Coordinator**

**Type of Authority:** Staff

**Reports to:** Principal

**Supervises:** Support staff

**Basic Function:** To assist the principal to provide leadership and support in the integration of technology into the curriculum.

### **Position Responsibilities:**

.Develops short and long range plans for the use of present and emerging technology designed to improve the teaching/learning process. ,

.Coordinates the use of technology by teachers, administration, support staff, and students to enhance the efficiency and effectiveness of programs and services-

.Reviews, evaluates and informs instructional staff of recently developed commercial software including recommendations to integrate same into curriculum-

.Coordinates the purchase of technology equipment and materials to ensure that the needs of the school are being met in the most cost effective way.

.Coordinates the distribution of technology equipment and materials in a manner that effectively implements the long range technology plan.

.Maintains an inventory of technology equipment and materials.

.Provides training for teachers, administration and support staff to insure appropriate application of technology .

.Provide support of instructional staff in the use of technology for their professional and classroom use. (Workshops, telephone support, classroom visitations, walk-in support, etc. )

.Provide consultation for teachers, administration and support staff to assist with problems and concerns that arise on a daily basis.

.Consults with curriculum committees to insure that technology applications are effectively integrated into all academic areas-

.Provides leadership and coordinates the planning and the implementation of telecommunications.

.Assists in developing the budget for purchase of technology hardware and materials.

.Plans and promotes technology workshops and records teacher participation in such workshops.

.Installs and supports software and equipment related to technology .

.Motivates teachers to utilize technology in their classrooms.

.Participates in technology conferences to update awareness of current software and hardware.

### **Responsibilities to the Parish community:**

.-Assumes an active leadership role in education.

.-Supports the PTO , Technology Committee, and other educational organization.

.-Provides current information to school, parish and support organizations. (Newsletters, email, web pages. )

.-Prepares grant proposals designed to secure additional funding for the school in the area of technology.