**JOB DESCRIPTION FOR: School Technology Coordinator**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REPORTS TO**: Director of Technology

**QUALIFICATIONS:**

High School Diploma or equivalent; other qualifications as established by the Board of Education, Kentucky Educational Technology System (KETS) and/or State Law.

**GENERAL RESPONSIBILITIES:**

To assist the School Media Specialist, School Technology Committee and district technology personnel in achieving objectives for the technology needs and programs of the school and district.

To provide a well-organized environment and technology system for staff and students.

**DUTIES:**

1. Works with groups or classes of students on the use of technology resources.

2. Assists the staff in developing strategies for effective use of technology in the school.

3. Provides training to staff and students, individually or in groups, to increase their knowledge of technology applications.

4. Recommends software and hardware purchases to school personnel, and coordinates and oversees the purchases. Uses approved vendor bids for hardware/software purchases and the Technology Acquisition Document to assess the viability of new software purchases.

5. Maintains all technology equipment in serviceable working condition; coordinates repairs with district personnel.

6. Installs approved software and hardware for individual or school-wide use.

7. Maintains an inventory of all technology equipment, software and materials.

8. Provides troubleshooting for school technology hardware and software, as directed by district support personnel.

9. Performs other jobs as assigned by the principal or designated supervisor.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION June 17, 2013

REVIEWED, REVISED AND RE-ADOPTED: December 19, 2016

ELIZABETHTOWN INDEPENDENT SCHOOLS Page 1 of 1

J-26