TITLE: **~~Computer Software~~ Instructional Technology Coordinator**

QUALIFICATIONS:

1. Holds a valid Kentucky Teaching Certificate
2. Minimum of three years increasingly responsible experience working with a variety of ~~computer software programs~~ instructional technology applications/tools
3. Experience in developing and conducting training programs
4. ~~Knowledge of computer operations and related applications, including on-line terminal use and operation of related peripheral computer equipment~~
5. ~~Ability to install software~~
6. Ability to work independently with little direction
7. Ability to effectively communicate using ~~Exhibit~~ interpersonal skills ~~using~~ such as tact, patience, and courtesy

REPORT TO: Director of Technology

JOB GOAL: ~~Plan, develop, and coordinate training programs for District personnel in the use of on-line computer terminals;~~ Provide resource assistance to District personnel in the use of ~~computer applications~~ instructional technology; ~~develop training and technology materials related to computer operations and applications; provide on-site assistance with the instructional integration of technology.~~

PERFORMANCE RESPONSIBILITIES:

1. ~~Plan, develop, and coordinate training programs for District personnel related to office automation and the use of on-line computer terminals including the use of programs, scanners, printers, and related technology~~
2. Develop training and technology materials related to instructional technology
3. Provide on-site assistance with the instructional integration of technology.
4. ~~Provide technical resource consulting to certified and classified personnel in the use of computers, computer applications, and related technology~~
5. Coordinate and maintain the ~~development and maintenance of software resource files~~ automation of instructional technology account creation and access
6. Maintain current knowledge of technological advances in the field
7. ~~Evaluate needs of user departments and recommend administrative and educational software solutions~~
8. Coordinates with Technology Resource Teachers to assist ~~certified~~ staff with the ~~instructiona~~l integration of instructional technology
9. ~~Assist schools in the customizing of and template design and macro creation for word processors, spreadsheets, databases, presentation and graphic programs for administrative, educational/academic use~~
10. Assist with pre-purchase ~~computer software~~ instructional technology preview and demonstration
11. Perform other related duties ~~responsibilities consistent with the position~~ as assigned ~~or requested~~ by supervisor ~~the Chief Operating Officer/Deputy Superintendent~~

TERMS OF EMPLOYMENT:

* Salary12 Months
* Board approved 7-16-98, Revised 9-11-08