

# **TECHNOLOGY COORDINATOR**

## **Job Description and Effective Program Elements**

### **CONTENTS:**

- I. Standards for Technology Coordinator
- II. Duties and Responsibilities of Technology Coordinator

I. Standards for Technology Coordinator. A local board of education shall have a Technology Coordinator (TC) that meets the job description established by the State Department of Education. The Alabama Department of Education shall provide on a yearly basis, beginning October 1, 2005, support in the amount of \$35,000 to assist with funding this position. Continued funding for this position will be dependent upon annual approval by the Alabama Legislature. The duties of a Technology Coordinator may be conferred on any officer or employee of the local board of education, except the local school superintendent.

II. Duties and Responsibilities of Technology Coordinator. The Technology Coordinator is responsible for a technology program that ensures the proper accountability for: technology funds; technology professional development; required technology reports and plans; coordination of technology across all programs; a safe, secure, and fully operable network and data management, and; meeting all requirements of the Alabama Professional Development Standards for Teachers and Administrators, Technology Competencies, the K-8 Technology Course of Study, and the Computer Skills curriculum.

The Technology Coordinator shall carry out assigned responsibilities in accordance with federal, state, and local laws according to applicable rules and regulations, and perform all duties as may be assigned to the position by law, by the local school superintendent, local board of education, local government, and by rules and regulations of the State Board of Education. The local board of education shall provide the resources necessary for the Technology Coordinator to operate an effective technology program.

### **Technology Program Elements**

An effective K-12 technology program will require the Technology Coordinator to:

- 1.) Develop effective communication systems with vendors, school technology coordinators, other district office personnel, and principals, and serve as the primary point of contact for technology and data issues.
- 2.) Assist the designated district and school instructional leader in curriculum evaluation and the implementation of technology into the instructional program.
- 3.) Assist, and/or supervise school and district-level personnel designated for the collection, maintenance and reporting of data.
- 4.) Work with other central office staff, school leaders, and teachers to integrate technology into the ongoing instructional program for all curriculum areas by identifying strategies and materials, and by implementing activities for integration.

5.) Coordinate the preparation of the annual technology budget and any amendments as appropriate.

6.) Develop and/or approve, and maintain a system to manage district technology contracts, purchase technology, and actively seek/procure funding for technology.

7.) Retain and maintain proper documentation of expenditures associated with technology grants including purchase orders, invoices, equipment inventories, etc.

8.) Supervise current documentation of individual school and district-wide inventory of technology assets.

9.) Provide leadership for short- and long-range planning for all district and building-level technology and data initiatives: vision, goals, program objectives/ strategies/ activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with others.

10.) Prepare/submit state and local technology and data reports, grants, lead preparation of school and district technology plans, and submit technology plans in a timely manner.

11.) Assist the school technology coordinators, central office staff, and school leaders with implementing the district and the building-level technology plans in accordance with the state of Alabama Technology Plan, the Alabama Professional Development Technology Standards, and other state recommendations and guidelines.

12.) Plan, develop, and implement professional development activities to meet established instructional technology integration needs, computer skills curriculum, data based decision making, and the Alabama Department of Education requirements.

13.) Coordinate and supervise technical support, network design and management, network security, and help-desk support for all schools and the central office.

14.) Facilitate planning and implementation of local and wide area networks.

15.) Coordinate the development of and enforce district policies and procedures governing technology and data issues and network security.