

Technology Coordinator Position: 2021-2022

Job Responsibilities:

1. Attend workshops and necessary device/school preparation sessions. (Preparing devices, physical building audits, etc.)
2. Attend bi-monthly technology coordinator meetings as scheduled by Supervisor of Instructional Technology/Manager of Informational Technology
3. Assist in the preparation for district standardized testing as needed
4. Conduct first-line troubleshooting with staff and students as assigned via the Supervisor of Instructional Technology/Manager of Informational Technology
5. Create and share resources for the use of district level technology as approved the Supervisor of Instructional Technology/Manager of Informational Technology
6. Conduct school and district training sessions as needed
7. Assist with technology projects across the district as necessary
8. Maintenance of school website
9. Documentation and sharing of school-based technology issues.
10. Serve as a technology liaison between assigned school and Supervisor of Instructional Technology/Manager of Informational Technology
11. Perform other technology duties as required by the district.

Requirements for Application:

1. Applicants must be Apple Teacher Certified.
2. K-3 applicants must be Google Teacher Level 1 certified.
3. Strong knowledge of district-level programs/devices including, but not limited to:
 - Genesis
 - Google Classroom/Schoology
 - District-level multimedia/productivity software (Apple, Google, Microsoft)
 - District-purchased programs/applications as applicable to assigned school/grade level
 - Apple iPads/Apple TVs
 - Windows desktop/laptop computers
 - District projection devices (short-throw projectors, classroom displays, etc.)
4. Applicants must possess strong collaboration and presentation skills