POSITION TITLE: K-12 Technology Coordinator

QUALIFICATIONS:

1. Pennsylvania certification in Instructional Technology or Business, Communications, and Information Technology, required.
2. Three (3) or more years of experience working with instructional technology.
4. Ability to plan and implement academic strategies to meet the needs of students and achieve the overall goals of the school district.
5. Ability to plan and implement strategies for adult learners.
6. Ability to operate all office equipment necessary for the performance of job duties.
7. Demonstrate expertise of with PC and programs such as Word, Excel, PowerPoint and Learning Management System.

REPORTS TO: Director of Teaching, Learning, and Assessment and Director of Technology

ACCOUNTABILITY OBJECTIVE:

This position supports the Directors of Teaching, Learning, and Assessment and Technology. The Technology Coordinator helps to provide leadership for planning, organizing, implementing, and coordinating technology programs to increase student achievement through staff development.

PERFORMANCE ACCOUNTABILITIES:

1. Implement, train, and assess grade book, report card, progress report programs.
2. Develop and maintain student evaluation manual.
3. Support staff in the implementation of instructional technologies to aide student learning.
4. Assist with keeping curricular software prudent and within budgetary constraints K-12.
5. Assist staff in learning and using existing and new standardized technology by one-on-one instruction and modeling lessons.
6. Present in department meetings and scheduled professional development times.

7. Create videos for professional development.

8. Assist in gathering (using interviews, surveys and rubrics) meaningful data relevant to staff skill sets, general use of technology, innovative use of technology, software pilots and hardware pilots to assist in creating data driven recommendations.

9. Create and facilitate in presentations during in-services at various district buildings, as needed.

10. Attend meetings for technology program planning and grade level team meetings as needed.

11. Coordinate and collaborate with technology assistants across K-12.

12. Participate in building leadership teams.

13. Complete projects as assigned by the Director of Teaching, Learning, and Assessment or Director of Technology.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle materials and supplies
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

The information contained in this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**TERMS OF EMPLOYMENT:** Per PHEA Collective Bargaining Agreement

APPROVED BY
THE SUPERVISOR: ____________________________ DATE: ____________

REVIEWED BY
THE INCUMBENT: ____________________________ DATE: ____________

11/14/2014