

TITLE: Technology Coordinator

DATE: October 2000

DEPARTMENT: Hannahville Indian School

DIVISION: Technology

POSITION SUMMARY: Technology Coordinator for the Hannahville Indian School and the community. Maintaining the integrity of the all the schools' administrative systems, 2 school computer labs and servers for the school. Coordinating with outside technology agencies for assistance as needed.

SUPERVISION RECEIVED: Works under the direct supervision of the Superintendent and Principal.

SUPERVISION EXERCISED: Directly supervises the 1 technology assistant and 1 elementary technology assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Assist K-12 teachers with integrating technology into the curriculum for students to use as a tool for learning. Assist teachers in evaluating computer software and hardware and other technologies for K-12 instruction. Train or arrange for training of teachers to use computer technology to increase their productivity and communication skills.

Plan and direct the purchase, installation, maintenance and repair of the school's educational technology equipment. Install computer software, troubleshoot computer equipment and software problems. Communicate with hardware and software vendors to solve operational problems.

Inventory and maintain the inventory of computer equipment, software, and video equipment in the school. Ensure school-wide compliance with copyright laws. Assist in the procurement of federal, state, and local grant funding of technology.

PERIPHERAL DUTIES: All other duties as assigned by the superintendent.

DESIRED QUALIFICATION: Bachelors degree with a minimum of 5 years Management Information Systems (MIS) experience. Strong written , verbal and interpersonal communication skills. Elementary and/or secondary teaching experience preferred. Skills in the application of technology in teaching and learning. Experience in managing Windows environment and local area networks including Windows NT.

TOOLS AND EQUIPMENT USED: Computer, Servers, T-1 lines, Fax and copy machines, scanners, audio visual equipment and telephones.

PHYSICAL DEMANDS: Physically and mentally capable to carry out the essential functions of this job. Position requires sitting for long periods of time at a computer terminal, reading and

interpreting technology manuals causing some eye strain.

WORK ENVIRONMENT: Usually conducted in an office setting, or server maintenance area. Noise level is usually moderately quite, pleasant and comfortable with little or no exposure to injury or other health hazards.

SELECTION GUIDELINES: Completed employment application and resume, if desired, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various tupes of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work if similar, related, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature _____
Employee

Date

Signature _____
Principal

Date

Signature _____
Administrator

Date