

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Technology Coordinator

QUALIFICATIONS:

Education /Certification

- Maine Department of Education certification in computer technology (Teacher endorsement 680)
- Maine Department of Education certification as an administrator (055 or other appropriate area)
- Minimum of Masters Degree

Special Knowledge/Skills

- Experience working in a leadership role.
- Experience as an instructor in computer related fields is desirable.
- Knowledge of PC and Mac operating systems
- Working knowledge of networking hardware and systems
- Strong skills in communicating and collaborating
- Working knowledge of technology staff development practices.
- Ability to evaluate existing programs and recommend new initiative relative to classroom instruction and administrative technology use.

REPORTS TO: Superintendent of Schools

SUPERVISES: Computer technicians and other department staff

JOB GOAL:

To use leadership in the area of technology for the school district that supports the mission, vision, and beliefs of the Cape Elizabeth Schools.

PERFORMANCE RESONSIBILITIES:

- Prepares and administers the district-wide technology budget.
- Coordinates the purchase of technology equipment and materials to ensure the district needs are being met in a cost-effective manner.
- Coordinates the distribution of technology equipment and materials as they relate to the technology plan.
- Develops long-range technology plan for the use of present and emerging technologies designed to improve the teaching/learning process.

Job Description
Technology Coordinator

- Maintains and inventory of technology equipment and materials.
- Prepares grant proposals designed to secure additional funding in the area of technology for the school district.
- Collaborates with Facilitator of Professional Development regarding professional training needs of staff.
- Serves as a member of the District Leadership Team.
- Assumes responsibility for own professional growth.
- Chairs/coordinates the district-wide Technology Steering Committee and subcommittees.
- Serves as database administrator for district's student information system.
- Submits a report annually to the school board that details the status of the technology plan and technology use in our schools.
- Acts as the school district's liaison with parent groups, statewide technology organizations and initiatives (Maine State Library Network–MSLN & Association of Computer Technology Educators of Maine–ACTEM).
- Serves as liaison with contracted maintenance vendors and coordinates on-site technicians' work.
- Oversees administration of district-wide network services (email, Internet, etc.).
- Provides leadership and serves as a resource person to district staff in the area of technology.
- Coordinates and works with the town on all technology initiatives.
- Coordinates, supervises, and evaluates the School Department/Town computer technicians.
- Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Per negotiated Cape Elizabeth Administrators Association agreement

**Job Description
Technology Coordinator**

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved By the Cape Elizabeth School Board: June 13, 2006