

School District of Bonduel

JOB DESCRIPTION—BUILDING TECHNOLOGY COORDINATOR

Qualifications: Certified in Wisconsin in the subject area of employment or WI license #903-Instructional Technology Specialist;

Basic Function: Perform general technology troubleshooting, technology integration into the curriculum and staff technology training.

Work Schedule: Normal work hours will be 8:00 AM-4:00 PM during the school year, extended days as necessary to fulfill job requirements

Evaluated by: Director of Instructional Technology

Responsibilities:

1. Organizational Relation
 - a. Work under the direction of the Director of Instructional Technology to coordinate a comprehensive building level instructional technology program.
 - b. Assist in the development and implementation of the District Information and Technology Plan.
 - c. Serve on the District Instructional Technology Team.
 - d. Assist in the development and implementation of district level policy as it relates to instructional and informational technology.
 - e. Follow and enforce the rules and procedures related to the use of technology equipment (TAUP) at the building level.
 - f. Assist in grant writing as it relates to information and technology programs.
2. Instructional Technology Academy
 - a. Serve on the Technology Planning Committee
 - b. Assist in the set-up and take-down of equipment and facilities for the Technology Academy program (annually in June)
 - c. Serve as a facilitator/instructor during the time of Technology Academy.
3. Professional Training/Staff Development
 - a. Provide professional training to assist staff in the attainment of district level informational technology competencies (20 hours preparation/20 hours training).
 - b. Provide professional training to assist staff in the integration of information technology into the curriculum so that it matches learning styles and standards and benchmarks

- (20 hours preparation/20 hours training).
- c. Participate in up to 20 hours of advanced technology training (training to be scheduled on mutually agreed upon dates during the 12 month calendar year).
 - d. Keep current on information related to this position through training, journals, workshops, conferences, and conventions.
4. Hardware/Software Maintenance and Support
- a. Provide assistance to schools in solving hardware and software problems.
 - b. Assist in maintaining the building level technology inventory.
 - c. Assist in the setup and software installation of new equipment.
 - d. Perform basic troubleshooting and maintenance work.
 - e. Maintain all computer lab facilities in your building and coordinate use of the lab(s).
 - f. Keep records of maintenance on building level technology equipment via the Technology Request forms.
 - h. Recommend to Director of Instructional Technology when repairs by external agencies are appropriate.
5. Instructional Technology Integration
- a. Make recommendations to teachers, principals, and site staff on purchasing and use of software programs.
 - b. Provide technical support and consultation to teachers in the use of information technology for instructional purposes.
6. Network Management
- a. Load computer software programs on appropriate computers and network drives.
 - b. Assist in the implementation and maintenance of District's LANs and WAN under the direction of the Director of Instructional Technology.
 - c. Each Building Technology Coordinator will be assigned an area(s) of network management.
 - d. Perform basic network troubleshooting and management.

Approved: 9-21-98
Revised: February 18, 2008