

School District of Bonduel

JOB DESCRIPTION—SWD 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 with regard to assistive technologies.
- 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: Special Education Director and Director of Instructional Technology
- Responsibilities:

1. Organizational Relation
 - a. Work under the direction of the Pupil Services Director and Director of Instructional Technology to coordinate a comprehensive district level instructional technology program.
 - b. Assist in the development and implementation of the District Information and Technology Plan and the Assistive Technology Plan.
 - c. Serve on the District Instructional Technology Team as needed.
 - d. Assist in the development and implementation of district level policy as it relates to assistive technology.
 - e. Follow and enforce the rules and procedures related to the use of technology equipment (TAUP) at the building levels.
2. Instructional Technology Academy
 - a. Serve on the Information Technology Planning Committee (assistive technology training)
 - 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” use of text readers, scanners, LightSpeed systems, etc. (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 (how to use assistive technologies with the students; integrate into the lesson)
(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 with regard to assistive technologies.
 - b. Assist in maintaining the building level technology inventory with regard to assistive technologies.
 - c. Assist in the setup and software installation of new equipment with regard to assistive technologies.
 - d. Perform basic troubleshooting and maintenance work with regard to assistive technologies.
 - e. Maintain all computer lab facilities in your building and coordinate use of the lab(s) with regard to assistive technologies.
 - f. Keep records of maintenance on building level technology equipment via the Technology Request forms with regard to assistive technologies.
 - h. Recommend to Director of Instructional Technology when repairs by external agencies are appropriate with regard to assistive technologies.
5. Instructional Technology Integration
- a. Make recommendations to teachers, principals, and site staff on purchasing and use of software programs with regard to assistive technologies.
 - b. Provide technical support and consultation to teachers in the use of information technology for instructional purposes with regard to assistive technologies.

Approved: November 2, 2009