

**SYSTEM COORDINATOR OF INSTRUCTIONAL TECHNOLOGY**

**JOB SUMMARY**

To assist and support teachers and administrators in implementing the system and school technology plans.

**QUALIFICATIONS**

- Master's Degree
- Valid Tennessee teaching license with proper area of endorsement
- Five years experience as a teacher in grades K-12 with specification concentration of computer use and applications
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to Associate Director of Learning
- Coordinate the development and evaluation of system wide goals and objectives related to technology
- Coordinate the planning, development and evaluation of curriculum related to technology
- Promote the improvement of instruction through teacher orientation, observation, consultation and evaluation
- Assist in the development and implementation of system wide professional growth programs through organization and coordination of staff development activities
- Assist other supervisors in the planning, development, implementation and evaluation of appropriate computer technologies
- Participate in appropriate public relations activities as assigned
- Participate in the evaluation of technology and technology related instructional materials
- Write and evaluate technology related projects, proposals, and reports as required
- Participate in professional activities at the local, regional and national levels
- Participate in the preparation of the annual district budget and assist in the administration of budget appropriations as assigned
- Coordinate the acquisition of system wide software license agreements and the dissemination of the software available through them
- Coordinate the maintenance of the system wide inventory of technology related equipment
- Serve as the contact person for the State Department of Education for technology related activities and issues
- Specify and implement district standards for hardware purchases, local area networking (LAN's), wide area networking (WAN's)
- Maintain district email accounts: Set-up, keep passwords current, and e-mail etiquette and protocol for the school system
- Ensures the provision of effective and adequate technology training and user support for the district
- Instruct teacher on using management components of some of the network programs on servers
- Be able to troubleshoot server and network connections for teacher and student
- Design, construct, maintain and troubleshoot web pages for schools and system
- Assist teachers in developing strategies, which will integrate the available technologies with their curriculum
- Provide teachers with available Internet resources
- Teach concepts of multimedia as related to instruction and the equipment needed and how to maintain it
- Assist Principals in the operation of technology in the building
- Assist the Director of Schools and professional staff in the implementation of district and school technology, improvement plans and system initiatives

LEBANON SPECIAL SCHOOL DISTRICT

---

- Ensures department compliance with all applicable policies, procedures, laws and regulations, and standards of quality and safety
- Perform other duties as assigned by the Associate Director of Learning or Director of Schools