

**JOB DESCRIPTION****Title:** Technology Coordinator**Qualifications:**

1. valid LA teaching certificate
2. certified in supervision
3. five or more years of successful teaching experience
4. proficiency in computer and telecommunications use
5. knowledge of computer software, hardware and the Internet
6. ability to provide in-service to others
7. knowledge and experience in grant writing

Goal: to provide instruction in the use of multimedia to personnel in Richland Parish Schools

**Specific Responsibilities:****A. Contracts and relationships****1. Supervisory**

- a. Supervision received
  1. Directly: superintendent
  2. Indirectly: N/A
- b. Supervision exercised
  1. Directly: N/A
  2. Indirectly: teachers, assistants, school level technology coordinators

**2. Organizational**

- a. Internal
  1. continuous contact: principals, teachers, assistants' \_ school level technology coordinators
  2. occasional contact: superintendent
- b. External
  1. continuous contact: N/A
  2. frequent contact: SDE
  3. occasional contact: Civic and academic organizations

**B. Functions****1. Planning**

- a. plan a program of personal professional development
- b. keep abreast of new and changing trends in multimedia
- c. plan technological programs and activities
- d. develop instructional modules for telecommunications training

- e. coordinate the use of Richland Parish computer facilities for telecommunications training as a part of community outreach
- f. monitor telecommunications use and ethical practices involving Internet access
- g. direct the selection of appropriate hardware and software for administrative and instructional programs in the parish

2. Implementation

- a. participate in professional growth activities
- b. attend workshops and complete research on changing trends in the use of multimedia
- c. implement technological programs and activities
- d. provide training for staff in the use of telecommunications.
- e. coordinate the use of parish computer facilities for telecommunications training as a part of community outreach
- f. monitor of telecommunications use and ethical practices involving Internet access
- g. select appropriate computer hardware and computer software for use in administrative and instructional programs of the parish
- h. perform all other duties as required

3. Control

- a. prepare and submit accurate records and reports in a timely manner
- b. monitor the use of technology throughout the parish
- c. revise the. above procedures under the supervision of the superintendent

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*