

Job Description, 2008 BUILDING TECHNOLOGY COORDINATOR (BTC)

Building Technology Coordinator

Position Description: Ongoing support of the teaching staff and students in a building in the following areas:

- * building-based staff development
- * long-range technology planning with building principal, Technology Director and Technology Leader
- * information resources
- * communication with building and district-level teaching and technical support staff

Responsibilities:

- * staying current with developing technology, providing updates to building staff
- * providing end-user technology support
- * initiating first response to technical problems
- * coordinating activities of building-level technology teams with other related activities
- * attending district-level meetings as scheduled
- * working closely with the CTS Technician and/or CTS Network Administrator on issues such as purchasing, donations, and upgrades
- * providing assessment information for the Building and District Technology plans
- * assisting teaching staff with grade reporting
- * supporting teachers' efforts to connect computer technology to the Learning Results
- * educating the building staff on the Technology Plan and the activities of the CTS Team

Responsibilities do NOT include:

- * new software installations
- * major hardware/software problems that cannot be solved with standard troubleshooting
- * network maintenance, including hubs and wires
- * hardware repair and installations of cards, drives, etc.
- * cleaning and moving workstations
- * providing scheduled, structured staff development sessions

Qualifications:

- * demonstration of computer skills with curriculum applications
- * demonstration of knowledge of connections of the Learning Results to classroom use of technology
- * experience in the building where based

Desirable Qualities:

- * must foster the mentor/intern process in every way possible;
- * must be responsive to the different curricular needs;
- * must know what is available in the marketplace;
- * must be familiar with the Learning Results in all areas—though not how to teach in all those areas;
- * must be technically competent to give software support to technology mentors and interns (state endorsement desirable);
- * must be customer-focused
- * must have strong interpersonal skills
- * must have strong organizational skills