

Franklin County Community School Corporation

Job Title	Educational Technology Coordinator
Position Type	<input checked="" type="checkbox"/> full time <input checked="" type="checkbox"/> certified <input type="checkbox"/> 180 days <input checked="" type="checkbox"/> 220 days <input type="checkbox"/> part time <input type="checkbox"/> non-certified <input type="checkbox"/> 185 days <input type="checkbox"/> 230 days <input type="checkbox"/> 190 days <input type="checkbox"/> 12 months <input type="checkbox"/> 195 days <input type="checkbox"/> as needed <input type="checkbox"/> 200 days

Job Purpose: The purpose of the Educational Technology Coordinator is to develop and maintain a technology ecosystem that provides 21st century teaching and learning opportunities for students in the FCCSC.

Duties:

1. Shall assist the Assistant Superintendent of Schools in preparing a technology budget.
2. Shall develop a three year technology plan, which shall be revised annually.
3. Shall coordinate efforts of the technology team.
4. Shall prepare and submit state reports, as requested by the Assistant Superintendent or the Superintendent of Schools.
5. Shall seek, secure and execute both competitive and non-competitive technology funding opportunities.
6. Shall develop goals for maintaining and using technology for educational and support services.
7. Shall develop technology applications for teachers, secretaries, and administrators.
8. Shall help teachers, secretaries and administrators determine technology priorities applicable to their position.
9. Shall lead administrators and teachers to understand what technology is available and how that technology can improve the quality of teaching and learning.
10. Shall provide professional development so that teachers and secretaries are able to use technology effectively and efficiently.
11. Shall develop the most cost efficient solutions for the corporation's technology needs.
12. Shall maintain information and expertise in the rapidly evolving technology applications, as pertaining to education.
13. Shall be responsible for maintaining the corporation web site and monitoring individual school web sites, to assure that each site is well maintained.
14. Shall perform other duties as requested by the Superintendent of Schools or the Assistant Superintendent.

Skills/Qualifications:

1. Shall possess a minimum of a bachelor's degree in education.
2. Shall have a minimum of three years classroom teaching experience.
3. Shall have strong communication skills.
4. Shall have a vision for technology in education and be able to express that vision to others.
5. Shall be respectful, and be able to work well with others.
6. Shall be active in professional organizations which enable him/her to stay current in technology, particularly as it applies to classroom teaching and learning.
7. Shall have the empathy and people skills to help teachers and others learn to use technology.

Evaluated by	Assistant Superintendent
Probationary Period	1 year: The employee shall be evaluated a minimum of three times during the probationary period then annually.

