



Smithton R-VI School District

505 South Myrtle, Smithton, MO 65350-1038

www.smithton.k12.mo.us Phone: 660-343-5316

POSITION: Technology Coordinator/Educator

QUALIFICATIONS:

1. Valid Teaching Certification in the State of Missouri (preferred)
2. Knowledge of the use and application of technology in the school setting
3. Ability to interact in a positive manner with staff, students and the community

REPORTS TO: Superintendent/ Building Principal

JOB GOAL: To encourage, engage and educate students of the Smithton R-VI School District in technology education and to support staff and students in the acquisition and use of District technology

GENERAL RESPONSIBILITIES:

1. Coordinate technology development for the school district, including implementing and updating the district technology plan.
2. Chair the district wide Technology Committee to facilitate sound planning in a collaborative setting for implementation and revision of the district's technology plan.
3. Teach technology related classes as needed in the elementary and high school
4. Work with district staff to integrate technology into classroom instruction that supports curriculum objectives.
5. Upon request serve as a resource to teachers and other staff for implementing instructional strategies using technology.
6. Coordinate and administer district-wide computer networks and provide technical support.
7. Provide limited technical assistance and coordinate follow-up initiatives when more extensive support is required.
8. Serve as a resource for district personnel regarding technology-related purchases and grant acquisitions.
9. Ensure appropriate equipment installations, maintenance and support of equipment.
10. Work with the Professional Development Committee and administrative staff to assess technology-training needs of staff and help coordinate implementation of training.
11. Coordinate with building level and administrative staff the requests and the purchases of all technology-related tools consistent with the goals of the District.
12. Ensure that each building maintains an accurate inventory of the district's hardware, software, licensing agreements and warranties.
13. Liaison with outside technology resources and contracted vendors for technology services.
14. Represent the district at appropriate local, regional, and state level technology organizations.
15. Perform other appropriate duties as assigned.

TERMS OF EMPLOYMENT: Salary and work calendar will be established annually by the Board of Education and will most likely include extended days outside of the student calendar

EVALUATION: Performance of this position will be evaluated annually in accordance with Board Policy on evaluation of classified personnel.

Encourage



Engage



Educate