

PLANO COMMUNITY UNIT SCHOOL DISTRICT NO. 88

Job Description

Title: District Technology Coordinator

Qualifications:

1. Illinois Professional Educator License (preferred)
2. Three years of experience in an educational setting and/or professional technology certification

Reports to: Superintendent or designee

Supervises:

Manages technology service providers and is responsible for the overall direction and coordination of technology services for the District. Supervises technology staff as directed.

Job Goal(s):

The Technology Coordinator is responsible for the coordination of technological applications within the administrative operations of the district, and for the development, implementation and evaluation of a long range plan for the application of computers and technology in all district programs, both instructional and administrative. The Technology Coordinator will also advise District Office Administrative staff in the area of technology services for all areas of District operations.

Performance Responsibilities:

The criterion indicated below are intended to describe various types of work that may be performed. Other duties may be assigned.

Technology:

1. Promotes the application of technology in classrooms throughout the district to address the diverse needs of students and maximize student learning.
2. Manages Infrastructure and develops improvement plans; Applications; Phones and Security Systems and Media Services.
3. Creates and implements a strategy for the deployment, maintenance and utilization of technology to support instructional and administrative activities of the district.
4. Prioritizes the work of the technology staff as well as project management.
5. Develops and maintains processes for technology procurement that include clearly defining requirements and evaluation, and maintain vendor and partnership relationships.
6. Develops and maintains a technology resource plan and budget process; oversight of tech related purchases.
7. Develops an understanding of eRate and plans for appropriate use of grant funds.
8. Researches trends in technology and leads professional development opportunities with our teachers and other staff members.
9. Develops and maintains recovery plans to ensure technology systems and operations continue in the event of an emergency.
10. Maintains and updates the District website and communicates important information to

community members.

Instructional improvement:

11. Manages and disseminates various local data to building administrators and works with leaders to develop goals focused on the needs of our students.
12. Provides leadership and professional development to ensure current trends and best practices relating to technology are imbedded into instruction throughout the district.
13. Participates regularly as contributing member to building leadership teams throughout the district.
14. Maintains and manages 1:1 device management plan.
15. Leads informational meetings for parents, students, and staff members.

Knowledge:

The Technology Coordinator must have foundational knowledge of current research and the ability to bring resources and practices into the classrooms throughout the district. The ability to write reports, formulate and communicate action plans to teachers and district leaders, present to school board members, and respond knowledgeably regarding technology systems throughout the district.

Education/Experience

Successful completion of technology preparation program or can demonstrate knowledge of technological systems as well as the application of a variety of practices within a classroom setting.

Terms of Employment: Twelve month contract
Salary and benefits commensurate with experience

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

Submission: [Apply](#)