

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
TECHNOLOGY COORDINATOR**

QUALIFICATIONS: BS Degree in Computer Education or equivalent

RESPONSIBLE TO: Superintendent

GENERAL DUTIES: The main function of this assignment is to see that technology is being used to the best advantage through proper placement, repair, training, and program selection and promote understanding and utilization of technology with the instructional staff.

SPECIFIC DUTIES:

1. Keep Pioneer abreast of technological advances.
2. Oversee the administration of computer networks.
3. Oversee the functions of the Pioneer Technology Committee.
4. Implement the Pioneer Technology Plan.
5. Work as a liaison between Pioneer and the A-Site.
6. Assist staff members in implementing the use of technology in their instruction and classroom management.
7. Oversee all hardware and software purchases and assist in obtaining quotations as needs are made known.
8. Work with the Director of Operations to determine technology and equipment purchases from appropriated budgets.
9. Do computer troubleshooting as problems arise with hardware, software, networks, and peripherals.
10. Perform minor computer repairs or facilitate contracted work where major work must be done.
11. Direct the duties of the Computer Technician(s) supplied by the A-Site.
12. Direct the duties of the Student Technology Aides.
13. Conduct staff computer in-services as the need and demand arises.
14. Coordinate the application and implementation of E-Rate eligible services.
15. Facilitate school-wide use of a computerized grading program.
16. Make presentations to and gain input from career/technical advisory committees related to integration of technology into programs.
17. Assist with computer inventory for the entire facility.
18. Conduct or obtain materials for teachers to carryout software review as needed.
19. Work as a liaison between Pioneer and the tech staff at satellite sites to help provide for their technology needs.
20. Be a member of the Administrative team and participate in Administrative meetings.
21. Perform other duties assigned by the Superintendent and/or his/her designee.

