



Talent Management

EQUITY CHARACTER EXCELLENCE TEAM JOY

Special Assignment Job Description

Site Technology Contact

Stipend Amount:	Varies Based on School Student Count
During or After Normal Day:	After Normal Day
Date Job Revised:	September 9, 2016
Applicable For:	Certified Instructional Staff

Purpose: Provide instructional and technical support to teachers and students in their use of digital resources for academic achievement

Qualifications:

- Must demonstrate adeptness at using technology skills and abilities.
- Must be willing to work with others in a professional, timely manner.
- Demonstrate organizational skills in managing equipment and software.
- Must be willing to attend required and optional training related to technology integration.
- Must be willing to conduct necessary site training sessions for peers at the site level.

Responsible For:

- Providing monthly training to teachers in instructional technology strategies that is aligned with the school improvement and technology integration plans
- Attending mandatory District Site Technology Contact meetings (4) annually to maintain network administrative rights and continue to serve in the assignment the following year.
- Sustaining the delivery of communications from IT/Instructional Technology to building level stakeholders in a timely fashion
- Setting up various digital devices (computers, printers, interactive boards, the internet etc.) and conduct basic troubleshooting technique
- Being skilled in the use of the district service desk system and complete work orders as needed
- Assisting in the inventory of digital devices to ensure assets are documented

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DESTINATION EXCELLENCE

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