



# Longview Independent School District

## JOB DESCRIPTION DISTRICT TECHNOLOGY PROGRAMS COORDINATOR

<b>JOB TITLE:</b>	District Technology Programs Coordinator	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director of Instruction PK-12	<b>TERMS:</b>	197 Days
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>PAY GRADE:</b>	Administrative Grade 3

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### PRIMARY PURPOSE:

Coordinate and train staff in the use of instructional computer programs and collect data to ensure the successful implementation of the programs

### QUALIFICATIONS:

#### Minimum Education/Certification:

Bachelor's degree in related field from an accredited college or university  
Valid Texas teacher certification  
Texas master technology teacher certification, preferred

#### Special Knowledge/Skills:

- Knowledge of curriculum and technology used in the instructional setting
- Ability to develop and deliver technology training to adult learners
- Strong organizational, communication, and interpersonal skills

#### Experience:

Minimum of three years successful teaching experience

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Compile, maintain, and file all reports, records and other documents related to instructional computer programs
2. Manage communication between staff and instructional technology vendors



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

3. Maintain communication with campus administrators and teachers to ensure successful implementation of programs such as but not limited to: Classworks, Odyssey, Read 180, A+, Study Island, Envision Math and Science, Achieve 3000, Waterford, and Essay Scorer
4. Develop expertise in hardware/software issues related to classroom/lab programs
5. Troubleshoot hardware/software issues related to classroom/lab computer programs
6. Provide support/mentoring/training for identified teachers and campus administrators related to new/existing instructional technology programs
7. Work with teachers (one-on-one or small groups) to refine their knowledge and skills; methods of instruction may include in-class coaching, peer observation, co-teaching, and modeling effective instruction
8. Design and deliver professional development for teachers in the use of data generated by the computer programs
9. Collaborate with the C&I Department staff to maintain college readiness standards in data collection
10. Collaborate with the instructional technology staff to promote effective classroom use of computer programs
11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. Perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular attendance
16. Other duties as assigned



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### SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

### EVALUATION:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED DATE: March 2012**