

**Laramie County School District #2**  
**Fall 2005**

**Title:** Technology Coordinator

**Qualifications:**

1. High School Diploma required, Bachelor's Degree preferred.
2. 2-3 years experience with technology systems (servers, hardware, software)
3. Preferred Network Certified (CNA/CNE)

**Terms of Employment:**

1. 240 days
2. Specialist Salary Schedule
3. Designated by contract

**Reports to:** Superintendent

**Essential Functions:**

Coordination

1. Supervise the on-going development and implementation of the district technology plan.
2. Assist in technology related staff development and training.
3. Serve on the District Technology Team, assisting other members of the team as needed.
4. Serve as consultant to district administrators regarding technology matters and the purchasing of software and hardware.
5. Coordinate monthly technology staff meetings.
6. Coordinate the scheduling of the district's WEN Video rooms and provide training on their use.
7. Coordinate with the Technology Team the development and implementation of the district web site.
8. Serve as the district contact person for the Wyoming Equality Network (WEN) support services, and for the WEN Video programs.

**Record Keeping**

Assist in establishing and maintaining a district technology budget.

1. Coordinate the purchase, registration, and inventory of all district software and hardware and insure purchases are aligned to the District Technology Plan.
2. Provide periodic reports to the administration and school board regarding the status of technology in the district.

### Supervision

1. Coordinate the activities of district and site technology personnel.
2. Assist in hiring technology specialists.
3. Supervise all technology specialists.
4. Assist with evaluations of technology specialists.

### Miscellaneous

1. Develop, supervise and maintain all district networking systems.
2. Supervise and provide maintenance to all district computers, including PC and MAC platforms.
3. Represent the district at state meetings, task force committees, partnerships, consortiums, with community colleges, etc.
4. Attend professional growth meetings to keep current in the field and district needs.
5. Ensure that district technology projects promote the mission of the district, follow the district technology plan, and have an instructional impact upon students.
6. Seek out additional funding sources through grant development and collaborative efforts with public and private agencies.
7. Participate in the design and maintenance of the district's web site.
8. Other duties as assigned.