

Duties of Technology Coordinator

The Technology Coordinator is responsible for providing leadership and support for the use of information technology in the school division.

The Technology Coordinator shall be responsible for:

1. ...working with school administrators and teachers in integrating relevant and appropriate technology into the curriculum.
2. ...consulting with administrators to ensure delivery of appropriate in-servicing and training of division staff in the use of technology in the classroom.
3. ...providing support to school staffs in researching and acquiring curriculum matched software that meets the educational programming needs of the division.]
4. ...keeping current on developments in the area of distance education delivery systems and technology-based options.
5. ...advising administrators on the acquisition of appropriate hardware for school/division use.
6. ...preparing the division technology budget in co-operation with the Secretary-Treasurer and for implementing the technology budget procedures re acquisition and distribution of materials