

AMPHITHEATER PUBLIC SCHOOLS

ADDENDUM POSITION - TECHNOLOGY COACH

I. FUNCTION

This position is intended to provide site support to certified staff in the area of classroom technology. Additionally, the coach is a liaison between their assigned site and the district's Technology Department in the area of classroom technology.

II. TYPICAL DUTIES AND RESPONSIBILITIES

-Under the guidance and direction of the Technology Department implements the district's Instructional Technology Plan.

-Provides instruction and training to faculty and volunteers.

-Keeps current with updates in technology through periodicals, etc

-Attends district sponsored Technology Coach meetings

-Shares information gained with the staff members through faculty/department meetings, site bulletins or newsletters,

-Keeps an inventory of hardware and software located at the site and maintains a pool of technology and hardware materials for the site.

-Models technology usage for staff and shares the vision of integrating technological components with staff members.

-Acts as the Internet advocate for the site.

-Coordinates the processes of repair requests and ordering supplies

-Performs related duties as required.

III. DISTINGUISHING CHARACTERISTICS

Since this is an addendum position, employees must be able to extend their workday to meet the job requirements. Employees of this position will be able to work cooperatively with all employees as well as district volunteers.

IV. QUALIFICATIONS

Required

Strong interest in promoting and implementing technology within the school site and within the district.

Desired

Previous experience using technology in the classroom setting.