

**BEDFORD CITY SCHOOL DISTRICT
POSITION DESCRIPTION**

POSITION TITLE: Building Technology Coordinator (B-Tech)

POSITION TYPE: Supplemental Contract

QUALIFICATIONS: Demonstrated experience, aptitude, and competency in the use of educational computers and related technology.

RESPONSIBLE TO: Director of Information Technology

CONTRACT

WORK DAYS: Per Board Agreement

GENERAL

RESPONSIBILITIES: Facilitates in the management, technical support, and use of educational computers and related educational technology at the building level or assigned area.

SPECIFIC DUTIES & RESPONSIBILITIES:

Assists in providing initial-level maintenance and technical support of computers and related technology within the building/assigned area.

Utilizes web-based work-order system to log, manage, and follow-up on requests for services, support, and maintenance of computers and related technology from faculty and staff within the building or assigned area.

Assists in the planning of educational computers and related technology within the building or assigned area.

Participates as a member of the bimonthly District Educational Technology Committee to discuss issues, gather updates, and learn troubleshooting tips related to educational technology.

Serves as a liaison to the Technology Department to communicate technology developments to faculty and administration on a periodic basis.

Reviews education videos for appropriate educational content and posts to approved Internet sites for access by teachers (such as YouTube for Education).

Participates in Professional Development activities to stay current with the latest educational technologies.

Understands and supports integration of instructional technology.

Performs other duties as assigned by the Building Principal/Technology Director.

EVALUATION GROUP: Teacher

Revised 6-20-17