

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 4/28/89
 LAST REVISION DATE 4/28/99
 BAND & GRADE _____

POSITION TITLE Education Technology Manager

IMMEDIATE SUPERVISOR Director of Instruction

Job Summary (Basic Purpose of Position)

Directs activities of the Educational Technology Office.

 SUPERVISOR

 EMPLOYEE

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 Manages activities of the Educational Technology Office. 1.01 Develops staff development materials. 1.02 Schedule and conduct staff development training on an individual or group basis. 1.03 Informs Director of Instruction of staff development training/meetings. 1.04 Advises and determines certain purchases of technology hardware and software. 1.05 Centralize the purchase and approval of technology hardware. 1.06 Manages distribution of hardware and licensed software. 1.07 Distributes information on technology.				KNOWLEDGE OF: 1. Various technology hardware and software. 2. Operating systems and networks. 3. Human relations skills. 4. Effective verbal and written communications. 5. Development of the integration of technology in curriculum and instruction. 6. Organizational skills. 7. Budget procedure of district and SDE. 8. License, copyright policies and procedures of software publishers. 9. Troubleshooting techniques. SKILLS: 1. Uses word processing, database and spreadsheet applications. 2. Operate technology hardware. 3. Uses current technology. 4. Uses telecommunications.	1.01 Technology materials were developed and are available for review. 1.02 Staff development training was scheduled and conducted. 1.03 Director of Instruction is aware of all staff development training. 1.04 Hardware and software purchases were made. 1.05 Hardware and software purchases were combined. 1.06 Hardware and licensed software purchases were properly distributed. 1.07 Information was distributed.

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<p>1.08 Serves as a technology resource person for curriculum and instruction activities.</p> <p>1.09 Prepares education technology office budget and manages disbursements.</p> <p>1.10 Serves as liaison between technology sources and the district.</p> <p>1.11 Consults with business director, systems technology coordinator and other technology support personnel in determining the accomplishment of goals and the district technology plan.</p> <p>2.00 Represents district at regional, state and national professional technology meetings and inservice training programs.</p> <p>2.01 Presents technological information to others.</p> <p>2.02 Receives technological information from others.</p> <p>3.00 Researches present and emerging technologies for implementation in the district.</p> <p>3.01 Prepares and conducts school board, administrative and staff presentations on present and emerging technologies.</p> <p>3.02 Collects information relating to present and emerging technology.</p>				<p>ABILITY:</p> <ol style="list-style-type: none"> 1. Create and maintain wordprocessing, database and spreadsheet documents. 2. Analyze financial data. 3. Create inservice plans. 4. Inform district personnel about various technologies. 5. Organize and conduct meetings and training sessions. 	<p>1.08 Resource services were provided.</p> <p>1.09 Budgets were properly maintained.</p> <p>1.10 Communications have been made with various technology resources.</p> <p>1.11 The education technology office has operated effectively and to the satisfaction of the Director of Instruction.</p> <p>2.01 Presentations were made at various technology meetings.</p> <p>2.02 Technology information received was shared with others.</p> <p>3.01 Presentations were completed to the satisfaction of the Director of Instruction.</p> <p>3.02 Information was collected to the satisfaction of the Director of Instruction.</p>

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<p>3.03 Distributes communications to various staff relating to present and emerging technology.</p> <p>3.04 Evaluates the district technology plan and submits recommendations to the Director of Instruction and other administrators.</p>					<p>3.03 Communication was made to various staff.</p> <p>3.04 The district technology plan was evaluated and recommendations were submitted to the satisfaction of the Director of Instruction.</p>