

**FENTON HIGH SCHOOL  
JOB DESCRIPTION**

**TITLE:** Instructional Technology Coordinator/Media Center Chairperson

**REPORTS TO:** Principal

**BASIC FUNCTION:**

Directs the day to day operation of the Media Center and facilitates the effective use of technology in instructional programs school-wide. Assist in the development of short and long-range plans for the integration of technology into the instructional program. Implement and coordinate the technology professional development and training program.

**QUALIFICATIONS:**

- Bachelor's degree in Instructional Technology or at least three years teaching experience utilizing technology.
- Possesses and continually expands knowledge of technology integration into the curriculum.
- Type 75 preferred.
- Library Information Specialist Endorsement preferred.

**JOB RESPONSIBILITIES:**

**Administrative:**

1. Collaborate with the Technology Director to develop the District Technology Plan.
2. Identify, manage the submission, implementation and follow-up for available/potential instructional technology grants.
3. Assist the Director of Technology with the bidding process, purchase, distribution, application, and installation of software, and other technological equipment and materials within instructional programs.
4. Supervise and evaluate certified and noncertified Media Center staff members.
5. Develop and implement policies and procedures regarding selection, circulation, cataloging, and inventory of materials.
6. Develop policies for use of technology in the Media Center.
7. Determine student attendance policies and maintain attendance records.

**Staff Development:**

1. Chair the District Technology Committee.
2. Coordinate the development and implementation of a comprehensive professional development plan for the use of instructional technology in conjunction with the Professional Development Committee.
3. Provide professional development to teachers and administrators in methods of involving technology in the delivery of curriculum.

**Curriculum Development:**

1. Collaborate with teachers to integrate technology into the classroom curriculum using engaged learning concepts.
2. Collaborate with teachers to select and evaluate software and other media.

3. Disseminate information regarding current research and significant developments in technology education.
4. Develop and evaluate the instructional technology program and implement changes based on these findings.

**Budget and Inventory:**

1. Administer the Instructional Technology Coordinator and Media Center budgets and ensure that the program is cost-effective and funds are managed prudently.
2. Assist the Technology Department to compile budget and cost estimates.
3. Assist the Technology Department in the coordination of the selection of technology equipment and software.
4. Maintain a database of all instructional software in the district.

Other duties as assigned.