





# SOUTH WESTERN CITY SCHOOLS

614-801-3000 

[www.swcsd.us](http://www.swcsd.us) 

3805 Marlane Drive  
Grove City, OH 43123 

## Job Description

Revised: February 2024

**JOB TITLE:** TECHNOLOGY LIAISON

**REPORTS TO:** Coordinator of Curriculum and Staff Development

**QUALIFICATIONS:**

1. Bachelor's degree with valid teaching certificate
2. A minimum of 5 years successful teaching experience
3. Advanced knowledge of district technology and evidence of classroom application
4. Exemplary written and oral communication skills with the ability to support and lead adults
5. Be knowledgeable of the district courses of study and digital materials

**JOB GOAL:** To coordinate and implement district-wide training in technology for certificated and classified staff, as well as manage Clever and Google resources and applications.

**RESPONSIBILITIES:**

1. Collaborate with the Curriculum, Staff Development and Technology Departments to:
  - Initiate new tech programs
  - Plan, conduct, and evaluate technology education and digital resource learning opportunities
  - Develop tech starters and other materials/resources for use during technology learning opportunities
2. Work closely with building technology coaches to:
  - Implement, evaluate, and revise (as needed) building technology plans
  - Implement staff training
  - Help teachers integrate technology and digital resources into their curriculum
3. Help develop on-going technology projects for classroom teachers (Chrome, Curriculum products...)
4. Deliver technology training at all building levels
5. Determine optimum use of technology to enhance teaching and learning across the district
6. Attend training sessions within or outside the district related to software and web based apps, and their integration in the classroom, as well as serve as a presenter on such topics both inside and outside of the district
7. Be available to conduct training sessions for building staff during and after school hours
8. Conduct training sessions during summer academies or other dates beyond the regular school calendar
9. Integrate district courses of study with technology
10. Any other duties assigned by the evaluator

*The South-Western City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category in its programs and activities, including employment opportunities.*