

COMPUTER RESOURCE PERSON

Primary Function: To oversee the implementation of the school site phase of the district's master plan for computer education.

Directly Responsible To: The Assistant Superintendent

Work Year: This is considered as an ongoing extracurricular assignment continuing throughout the school year.

The following are the specific duties relating to the job of Computer Resource Person:

1. Keep a current inventory of all hardware and software on the designated campus.
2. Represent the school (along with principals and other site members) as a member of the District Computer Task Force.
3. Coordinate curricular resources for all computer and computer related courses.
4. Coordinate communication between site instructors and other personnel as necessary.
5. Assist teachers in the implementation of computers in the curriculum.
6. Assist administrators and classified employees in the implementation of computers in their respective areas of concern.
7. Provide written log of all activities related to computer resource coordination.
8. Complete any other duties as determined by the district Computer Coordinator.