

SITE TECHNOLOGY REPRESENTATIVE

Primary Function:

The Site Technology Representative will be directly responsible to the site principal and will serve in a staff position to assist teachers, administrators and classified staff at the local school site.

The Site Technology Representative shall:

1. Represent the local school site on the District Technology Committee to develop, implement, and evaluate the district technology plan.
2. Assist and coordinate with site staff the development, implementation, and evaluation of a site technology plan which meets the direction provided by the district plan.
3. Prepare and present the site technology plan to the School Site Council for approval, and submit the plan to the Assistant Superintendent/Instruction.
4. Prepare requisitions for software and equipment ordered from district technology funds, and monitor site expenditures to assure that they don't exceed the site allocation.
5. Keep a current inventory of all hardware and software on the school site.
6. Coordinate communication regarding the site and district technology plans, budget expenditures, and software inservices with site staff.
7. Evaluate the effectiveness of software and hardware purchases at the site in light of the site and district technology plans.
8. Assist staff with the implementation of technology in their classrooms.
9. Assist staff with recommendations regarding maintenance of technology.
10. Participate in the planning of district and site technology inservice programs.

A stipend of **\$1,200** will be paid annually to the Site Technology Representative. The stipend may be divided between two or more representatives at the school site.