

ROLE OF THE TECHNOLOGY & SOFTWARE MANAGEMENT TECHNICIAN

The role of the Technology & Software Management Technician is to support the use of technology in the schools of the Division by providing leadership and co-ordination in the areas of instructional materials selection, purchasing and use, hardware selection and use, and staff development.

In fulfilling this role, the Technology & Software Management Technician works under the supervision of the Superintendent or designate and in consultation with other Administrators and Teachers.

The duties of the Technology & Software Management Technician would include but not be restricted to the following:

A.

- Manages the student information system, business & financial management system, EIS collection, division web pages, division forms, and student/staff electronic learning platforms.
- Assists the Technology Team, Principals and Senior Administration to develop a long range plan for the use of present and emerging technologies in the schools in order to improve the teaching /learning process.
- Co-ordinates the development of technology program goals and outcomes for students, and supports those goals and outcomes with professional development for the Division Staff.
- Advises Senior Administration on technology related issues.
- Promotes the utilization of technology by teaching staff and students.
- Provides consultation for teachers, administrators and support staff in order to assist with problems and concerns that arise on a daily basis.

B.

- Install, repair, and maintain equipment including related peripherals.
- Provides training and support for instructional staff in the use of technology. (Workshops, telephone support, classroom visitations, walk in support, etc.)
- Creates teaching aids (workbooks, or step-by-step guides) to supplement workshops and presentations on technology.

C.

- Reviews, evaluates and informs instructional staff of recently developed software including recommendations for the integration of the software into the curriculum.
- Reviews and evaluates software recommendations made by the teaching staff. If the software is purchased, facilitates professional development activities to help staff integrate the software into the curriculum.
- Provides information regarding software licensing. Co-ordinates and monitors licensing of new software purchases.

D.

- Assists in developing the budget for purchase of technology hardware and materials.
- Assists with the purchase of technology equipment and materials to insure that the needs of the Division are being met in the most cost effective manner.
- Co-ordinates grant proposals designed to secure additional funding for the School Division in the area of Technology. (Computer for Schools' Applications, etc.)

E.

- Assists with coordinating and planning of distance education.
- Assists schools to develop acceptable Internet use policies.
- Maintains a collaborative working relationship with the Division's technology team.
- Works with the Division's technology team in maintaining the Division's inventory in the area of technology equipment and materials.
- Participates in the activities of an appropriate professional association for the purposes of professional development and thereby benefit the School Division.
- Participates in technology conferences to update awareness of current software and hardware.
- Performs other duties assigned by Senior Administration.

Approved: May 16, 2000

Revised: June 15, 2021