

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: **TECHNOLOGY COORDINATOR**

JOB SUMMARY: This classification recognizes the additional duties assigned from time to time by the managing supervisor to assist the managing supervisor. It is understood that the duties belong to the managing supervisor and are assigned or unassigned due to efficiency, travel and/or workload, and effectiveness of the function.

RESPONSIBILITIES AND DUTIES:

In addition to the regularly assumed duties as per the Foreman job description, additional duties assigned to the Technology Coordinator are as follows, but not limited to:

1. Attend meetings and represent School District No. 5 (Southeast Kootenay) with Provincial/Federal agencies and consultants related to technology matters.
2. Coordinate and complete technology equipment tenders and purchasing including communication with suppliers and authorization of invoices.
3. Consult with schools and represent the technology department as an advisor on various District committees including the District Technology Committee.
4. Other duties as assigned by the Secretary Treasurer in agreement with CUPE Local 4165.