

## TECHNOLOGY STAFF DEVELOPMENT COORDINATOR

### Duties and Responsibilities

1.	Secure teachers to do trainings and get them signed up through Foothill.
2.	Determine class offerings.
3.	Schedule teacher presenters into sessions.
4.	Prepare class flyers to distribute to teachers.
5.	Schedule teacher participants into sessions for trainings.
6.	Secure training sites and equipment/software as needed.
7.	Monitor budget.
8.	Purchase needed technology supplies and food.
9.	Interface with Foothill College and St. Catherines School.
10.	Distribute and track timesheets so that employees are paid on time.
11.	Maintain ongoing communication with all teacher leaders and class participants.
12.	Prepare roll sheets, evaluations and completion certificates for class sessions.
13.	Monitor CTAP completion.
14.	Prepare Board report as a culmination activity.
15.	Other duties as assigned.

September-December and January-April = One unit each session