

JOB DESCRIPTION

POSITION TITLE: STUDENT TECHNOLOGY LEADERSHIP PROGRAM (STLP) COORDINATOR

RESPONSIBLE TO: DIRECTOR OF TECHNOLOGY

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

The STLP Coordinator will facilitate student involvement in developing and implementing program activities which accomplish the six goals of STLP.

KNOWLEDGE OF:

- STLP Goals
- Kentucky Education Technology System (KETS)
- Student, Teacher, and Administrator Technology Standards
- Operations of computers and other instructional technology devices
- Word processors, Spreadsheets, Databases, Presentations
- Creation of web pages
- Internet and e-mail applications
- Excellent communications skills

PERFORMANCE RESPONSIBILITIES:

The STLP Coordinator will:

- Sponsor the school's STLP program by planning relevant activities that are available to all students.
- Oversee the completion of a minimum of one STLP project per year that meets STLP goals and is relevant to the technology needs of the school, district and/or community.
- Provide students with the opportunity to participate in regional, state, and/or national student technology events.
- Promote awareness, activities, and achievements of STLP to administrators, teachers, students, parents, and community members.
- Solicit school, district, parental, and community support for STLP.
- Conduct regular meetings with STLP students for training, planning, and completion of projects at a minimum of twice monthly.
- Mentor and train all STLP members to become proficient technology leaders for their school.
- Assist students by recognizing and developing individual talents and creative abilities to make informed career and educational choices.
- Recruit and encourages active participation in STLP for all students.
- Attend the Kentucky Teaching and Learning Conference, local, regional, and state STLP meetings, and other professional development sessions to keep abreast of emerging technology resources and strategies and their application for K-12 instruction.
- Prepare, maintain, and report STLP membership and activities as required.
- Collaborate with the School Technology Coordinator to set plan and schedule for STLP assistance with school technical issues.
- Adhere to all state and local STLP guidelines.
- Model the legal and ethical use of the school's electronic communications network, including data, voice, and video by following the District's Acceptable Use Policy and encouraging others to do so.
- Documents at least 25 hours worked, in addition to the regular school day that meets the criteria set forth in the job description.

