

# Sherwood School District

Stipend job definition:

Regarding: District Technology Team Coordinator

Responsibilities:

The coordinator will:

- Manage after school technology teams.
- Plan and manage technology classes for summer school.
- Promote technology education K-12.

Expectations:

The coordinator will establish a club at each building. These clubs will meet two times per week for most of the year. Each club will need at least one community volunteer to run the club. The coordinator will:

- Publicize and promote the clubs through district and community publications
- Manage the volunteers
- Manage and track the budget
- Schedule locations
- Coordinate competitions
- Attend the competitions
- Manage forms and paperwork
- Submit articles to the local newspapers
- Attend two club meetings every week
- Communicate with parents on a regular basis
- Be a member of the district technology committee
- Coordinate the technology classes offered in summer school