# DECATS

### HOUSTON

## Technology Coordinator Job Description

## General Responsibilities

- Communicate frequently and in a timely fashion with other Mentors and Directors
- Spend time at decats.org
- Meet deadlines regarding employment and program needs
- Read, review and comply with all obligations in Faculty Handbook
- Collaborate with and support other staff, especially in the areas of coordinating and scheduling technology needs for individual courses and the campus as a whole
- If also serving as Mentor, additionally referencing and fulfilling job description for that position
- Any other duties as needed and assigned by Directors

## Pre-June Responsibilities

| FEBRUARY | <ul><li>Attend New Faculty & Staff Orientation (1 Day)</li><li>Complete Safe Environment Training online initial or refresher module as required</li><li>Complete onboarding forms and processes</li><li>Practice and review DECATS Methodology</li></ul> |
|---|---|
| MARCH | <ul><li>Attend All Faculty & Staff Training 1 (1 Day)</li><li>Practice and review DECATS Methodology</li></ul> |
| APRIL | <ul><li>Attend All Faculty & Staff Training 2 (1 Day)</li><li>Practice and review DECATS Methodology</li></ul> |
| MAY | <ul><li>Practice and review DECATS Methodology</li></ul> |

# June Responsibilities

## BEFORE PROGRAM

- Attend and participate in pre-program in-services (3 Days)
- In collaboration with others, set up, configure and support needed technology in instructional areas
- In collaboration with others, set up, configure and support needed technology in common areas, including assembly space AV systems

## DURING PROGRAM

- Attend and participate fully in duration of program (14 Days)
- Attend and participate in daily morning faculty meeting
- Display, memorize, teach, review, practice and refer to the five DECATS rules
- Maintain a safe, positive, accepting climate, exercising Safe Environment Training procedures
- Execute all technology-related tasks and systems required for all assemblies and meetings (videos, digital presentations, music), collaborating with Mentors for content and Campus Directors for approval of all content
- Collaborate with Campus Directors in securing photos and videos for uploading on website / social media
- Actively fulfill supervisory duties as assigned
- Participate fully and interact with Scholars during assemblies, lunch and recess
- Prepare Scholars for Closing Celebration on the last day of program
- Participate in packing and storing of supplies and inventory at end of program
- Disassemble, pack and store all program-owned technology equipment at the end of program
- Ensure that all technology equipment used is accounted for, back in its proper place and fully powered off
- Complete and submit Mentor Evaluation
- Attend closing luncheon on final day of program