

**TECHNOLOGY COORDINATOR
JOB DESCRIPTION AND AGREEMENT
SOUTH KOOCHICHING-RAINY RIVER SCHOOL DISTRICT #363**

As per agreement with the School Board of Independent School District #363, the Technology Coordinator agrees to the following employment terms and job description:

I. Period of Time Covered by this Agreement

The Technology Coordinator shall provide services to ISD #363 (supporting Northome and Indus Schools) five days per week beginning ~~July 1, 2022 through June 30, 2024~~ **July 1, 2024 through June 30, 2026** on days school is in session for the licensed staff plus 10 days in June and a total of 10 days in July and August as agreed upon by the Technology Coordinator and the Superintendent. The Technology Coordinator shall work an 8 (eight) hour day. The workday shall begin at 8:00 AM and end at 5:00 PM with a 60 minute duty free lunch period daily. The Technology Coordinator will adjust his workday when necessitated by emergencies that may occur from time to time. However, any workday adjustment must have the approval of the Principal.

II. Supervision:

The immediate supervisor of the Technology Coordinator shall be the Northome and Indus School's building Principal. The District Superintendent will also have responsibilities associated with the supervision of this position.

III. Job Duties:

See attached job description.

IV. Benefits:

1. Health and Hospitalization Coverage

The School District shall contribute a sum not to exceed four hundred seventy-five dollars ~~(\$475.00)~~ **(\$575)** per month toward a premium for individual coverage. Any additional costs of the premium shall be borne by the employee and paid by payroll deduction. No claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

2. Sick Leave

The Technology Coordinator shall earn ~~12~~ **13** days of sick leave credit per year. Sick leave may be used according to M.S.181.9413. Unused sick leave shall accumulate to a maximum of ninety days.

4. Personal Leave

The Technology Coordinator shall have ~~three (3)~~ **four (4)** paid personal leave days per contract year. Unused personal leave days will not carry over into the next year.

V. Salary:

The Technology Coordinator shall be paid based on an annual salary of:

~~2022-2023 \$56,100~~ **24-25 (\$58,500)**

~~2023-2024 \$57,272~~ **25-26 (\$62,000)**

VI. Evaluation

During the period of this agreement, then Technology Coordinator will be evaluated at least annually by the Superintendent or Principal.

VII. Entire Agreement and Modification

The terms of this agreement constitutes the entire agreement and understanding between the School District and Employee. Neither party has relied on any oral or written promises or inducements in entering into this agreement. This agreement supersedes any and all prior oral or written agreements and understandings relating to the Employee's employment with the School District. This agreement may be modified or amended only by a written amendment signed by both parties.

The Technology Coordinator shall faithfully perform the services prescribed by the School Board whether or not such services are specifically described in this agreement, abide by the rules, regulations and policies as established by the School Board and the State of Minnesota.

This agreement shall be effective only upon signature of the chairman and clerk of the School Board after authorization for such signature has been taken by the School Board with appropriate action recorded in its minutes.

Mr. Corey White

Date

Board Chairperson

Date

Board Clerk

Date