

**ARKANSAS DEPARTMENT OF EDUCATION RULES GOVERNING  
TECHNOLOGY TRAINING CENTERS IN EDUCATION SERVICE COOPERATIVES  
October 2012**

**1.00 REGULATORY AUTHORITY**

- 1.01 These rules shall be known as the Arkansas Department of Education Rules Governing Technology Training Centers in Education Service Cooperatives.
- 1.02 The State Board of Education enacted these rules pursuant to its authority as set forth in Ark. Code Ann. §§ 6-11-105, 6-13-1013, 6-13-1023 and 25-15-201 et seq.

**2.00 GENERAL PROVISIONS**

- 2.01 Consistent with funds available and upon a majority vote of the members present and voting, the board of directors of each education service cooperative established under this subchapter is authorized to establish a technology training center and employ a technology coordinator who has demonstrated expertise in computer technology and staff development.
- 2.02 The duties of the technology coordinator at such technology training center shall include, but not be limited to, the following:
- 2.02.1 To provide staff development for personnel of member schools.
- 2.02.2 To assist member schools with determining technology needs and types of computer hardware and software necessary to meet those needs;
- 2.02.3 To assist with technology system analysis and local network design;
- 2.02.4 To provide member schools with information on technology standards and specifications;
- 2.02.5 To develop and coordinate a technology training center located at the education service cooperative;
- 2.02.6 To coordinate information with the Arkansas Public School Computer Network, the Instructional Microcomputer Project for Arkansas Classrooms, and the Governor's Technology Task Force so that member schools will be informed on technological activity in the state; and
- 2.02.7 To assist with requests for proposal development and bid analysis so that member schools will be better able to spend funds for technology.

**3.00 PREFERRED QUALIFICATIONS FOR TECHNOLOGY COORDINATORS**

- 3.01 Individuals employed in the position of Technology Coordinator should have the following expertise:
- 3.01.1 Demonstrated expertise in providing staff development in instructional technologies; and
  - 3.01.2 Demonstrated expertise in school district technology planning.
- 3.02 Individuals employed in the position of Technology Coordinator should possess relevant training in network operating systems and management information systems.
- 3.03 Individuals employed in the position of Technology Coordinator should possess positive leadership and interpersonal skills.

**4.00 CONTRACTS FOR TECHNOLOGY COORDINATORS**

- 4.01 The Technology Coordinator shall be employed by an Education Service Cooperative.
- 4.02 The Technology Coordinator shall be employed on a twelve-month contract.

**5.00 FUNDING**

- 5.01 The maximum amount of funds to be distributed to each Education Service Cooperative will be established annually by the State Board of Education.
- 5.02 To receive funds under this program, the Technology Coordinator shall meet the requirements outlined in Section 7.00 of these rules.
- 5.03 The Arkansas Department of Education will monitor funds provided under Ark. Code Ann. § 6-13-1023 to ensure that procedures are implemented as outlined in these rules.
- 5.04 Education Service Cooperatives seeking funding for Technology Coordinator positions shall apply to the Arkansas Department of Education through a grant process and shall adhere to any Grant Assurances required by the Arkansas Department of Education.
- 5.05 Funds distributed under these rules are to be used solely for the purposes outlined in these rules and Ark. Code Ann. § 6-13-1023. Education Service Cooperatives shall maintain documentation of expenditures as necessary to meet applicable audit requirements.

- 5.06 The control of funds provided for Technology Coordinators and the title to any property derived therefrom shall be in a public agency for the uses and purposes provided by the grant. The public agency shall administer such property and funds and use them only for the purposes for which they are granted.

## **6.00 APPLICATION PROCESS**

- 6.01 Notification to the Education Service Cooperatives concerning the Technology Training Center grant opportunity will be distributed by the Arkansas Department of Education after approval of the release of funds by the State Board of Education.
- 6.02 The Arkansas Department of Education shall process, review and approve or disapprove all grant applications.

## **7.00 TECHNOLOGY COORDINATOR DUTIES AND RESPONSIBILITIES**

- 7.01 The Technology Coordinator shall provide staff development for the personnel of Education Service Cooperative member schools.
- 7.02 The Technology Coordinator shall assist Education Service Cooperative member schools with determining technology needs and types of computer hardware and software necessary to meet those needs.
- 7.03 The Technology Coordinator shall assist Education Service Cooperative member schools with technology system analysis and local network design.
- 7.04 The Technology Coordinator shall assist Education Service Cooperative member schools with information on technology standards and specifications.
- 7.05 The Technology Coordinator shall develop and coordinate a Technology Training Center located at the Education Service Cooperative.
- 7.06 The Technology Coordinator shall work with the Arkansas Department of Education to insure that the statewide computer network system is established and maintained.
- 7.07 The Technology Coordinator shall assist Education Service Cooperative member schools with proposal development and bid analysis so that the member schools will be better able to utilize available technology funds.
- 7.08 The Technology Coordinator shall collaborate with the Arkansas Department of Education to implement technology initiatives.
- 7.09 The Technology Coordinator shall maintain, summarize, and provide records and research data as required by the Arkansas Department of Education.