**Technology Vice President**

**Placement**

Slated by Nominating Committee

Elected by Membership

**Reporting**

President

**Commitments**

* Officer, Executive Board

**Primary Responsibilities**

1. Responsible for working with the Principal, Vice Principal, teachers, the Sunnyvale School District IT, and the community to collaborate on areas of joint technology investment priorities. This includes but is not limited to in-class computing and accessories, computer laboratories, and audio/visual equipment.
2. Responsible for maintaining an working inventory of PTA owned technology. This includes but not limited to computers and accessories, and audio/visual equipment used by various PTA programs.
3. Responsible for tracking purchased software and subscriptions and ensure the budget is updated to reflect upcoming renewal costs. Assists with the evaluation of possible new PTA-funded software purchases. This involves working with the Principal, Vice Principal, teachers, and the Sunnyvale School District Information Technology team to identify and evaluate new software titles and subscriptions.
4. Assists with the evaluation of possible new PTA-funded hardware purchases. This includes both coordination of teacher input and evaluating various cost options. This includes, but not limited to, mobile devices, classroom projectors, multipurpose room projection systems, HDTVs, audio/video hardware for the multi, etc.
5. Responsible for maintaining and sustaining the domain and the email/mail groups under the cherrychasepta.org domain.
6. Responsible for tracking emerging technology trends which are pertinent and relevant in an academic environment. This involves working with the Principal, Vice Principal, teachers, and the Sunnyvale School District Information Technology team to identify, evaluate, and secure PTA-funds to purchase the technology. Reach out to other district technology representatives and PTA members from other schools who handle technology decisions.
7. Responsible for the hardware and software technology budget for the PTA. This includes tracking and approving current year spending, as well as identifying and budgeting for future year spending in collaboration with the school and the district.
8. Responsible for assisting with setting up the sound system and projector for all PTA meetings.
9. Expected to proactively identify and drive improvement to better utilize PTA and school technology. For example, identifying innovative uses of existing technology and services, or writing user guides that enable more responsible usage of assets.
10. Expected to proactively identify opportunities to engage the school community to improve technology acumen in students, the school, or the community. This could include the formation and leadership over a stakeholder technology sub-committee or interest group.
11. Serves as an officer on the Executive Board, therefore
    * Performs duties as may be prescribed in the bylaws and standing rules, or assigned by the association
    * Attends PTA sponsored workshops or trainings
    * Attends council, district, and state PTA meetings as appropriate
    * Safeguards the financial assets of the PTA by strictly adhering to PTA financial procedures as outlined in the bylaws and state and National PTA guidelines
    * Maintains a current procedure book with timeline and writes a comprehensive Year End Report to pass on to succeeding officer
    * Protects members’ privacy by utilizing member information for PTA work only
    * Should become knowledgeable of the contents of the following resources:
      + *California State PTA Toolkit*
      + Unit, council, district, and state PTA bylaws
      + *Insurance and Loss Prevention Guide*
      + California State PTA website: www.capta.org
12. Serves as a resource for the President by:
    * Providing status of the technology being evaluated or the projects in progress.
    * Providing expert guidance of technology to be implemented in the classroom, computer lab, multi-purpose room, website, online school store, etc.
    * Exchanging ideas for meetings and issues
    * Taking on any special projects as needed
    * Attending meetings as requested

**Time Commitment**

* + This position requires approximately 1-3 hours per week.
  + This position requires attendance to all Board and Membership.
  + The ideal candidate is familiar with all forms of technology to help set PTA and school direction, and to troubleshoot issues as they arise in the school.

*Revised 1.26.17*