

West Carroll Board of Education

Job Description

Descriptor Term:

Technology Coordinator

Board Policy Reference

5.013

QUALIFICATIONS

1. Bachelor's Degree preferred but will accept 5 or more years experience working in a school technology environment.
2. Knowledge of Chalkable, EIS system and other hardware, software, and networking programs.
3. Excellent communication skills.

REPORTS TO

Director of Schools

JOB GOALS

To provide services which are supportive of the educational program in the school system by maintaining and supervising school informational systems.

DUTIES

1. Develops, manages, and evaluates the instructional technology budget;
2. Develops realistic software/hardware specifications, requirements, and standards
3. Coordinate and supervise implementation of system Technology Plan
4. Coordinates and evaluates technology grant applications and implementations;
5. Develops and supervises technology training programs;
6. Coordinates and supervises ENA system accounts;
7. Coordinates and supervises ENA connectivity;
8. Supervises the training of Student Data Management personnel;
9. Supervises the transmission and error correction of Student Data Management
10. Develops appropriate policy for technology and information systems usage;
11. Functions as liaison to the State Department of education for technology and Student Data management issues;
12. Prepares and maintains records, reports and inventories for state/local regulations;
13. Coordinates librarian technical assistance;
14. Develops and supervises the maintenance of system and school web pages
15. Coordinates and supervises the purchase and distribution of system software licenses;
16. Develops and coordinates school-based technology support systems;
17. Coordinates and supervises system E-Rate program
18. Coordinates and supervises the maintenance, repair and upgrade of instructional technology equipment;
19. Other duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 40 pounds with frequent lifting and/or carrying of objects weighing up to 20 pounds, such as books, textbooks, instructional supplies, and equipment.

WORK CONDITIONS

Office environment; subject to driving to schools to conduct work. Frequent travel within state for Conferences and State Department of Education Meetings.

TERMS OF EMPLOYMENT

Ten, eleven, or twelve month year. Salary and work year to be established by board of Education with recommendation from Director of Schools.

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation Personnel*.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.