

JOB DESCRIPTION

POSITION TITLE: SCHOOL TECHNOLOGY COORDINATOR

RESPONSIBLE TO: DIRECTOR OF TECHNOLOGY

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

The School Technology Coordinator will promote the use of technology in the school by providing support and assistance needed to meet school, district, and state technology goals.

KNOWLEDGE OF:

- Kentucky Education Technology System (KETS)
- Student, Teacher, and Administrator Technology Standards
- Operations of computers and other instructional technology devices
- Word processors, Spreadsheets, Databases, Presentations
- Creation of web pages
- Internet and e-mail applications
- Excellent communications skills

PERFORMANCE RESPONSIBILITIES:

The School Technology Coordinator will:

- Serve as the liaison for technology issues between the school and district office.
- Represent the school on the district technology committee.
- Chair the School Technology Committee by conducting regular meetings and reporting technology needs and purchase requests to the Director of Technology.
- Provide technology updates to faculty and staff at regularly scheduled faculty meetings and to Site-Based Decision-Making Council meetings, Parent Teacher Organizations (PTA/PTO), and other meetings, as necessary.
- Attend the Kentucky Teaching and Learning Conference, regional and state meetings, and other professional development sessions to keep abreast of emerging technology resources and strategies and their application in the classroom.
- Maintain legal proof of ownership of all school software and store software securely.
- Maintain an updated inventory of all hardware and software in the school.
- Serve as initial point of contact for technical support issues within the school.
- Assists the Director of Technology, Network Administrator, and Technology Technician with the installation, upgrades, and repairs of technology equipment within the school, as needed.
- Collaborate with the school's STLP Coordinator to set plan and schedule for STLP assistance with school technical issues.
- Model the legal and ethical use of the school's electronic communications network, including data, voice, and video by following the District's Acceptable Use Policy and encouraging others to do so.
- Compile data and submit information on the status of technology in the school to the Director of Technology, as requested.
- Conduct a minimum of four relevant mini-technology professional development sessions for teachers per year (e.g. one-two hours after school, during faculty meetings or planning periods)
- Mentor other faculty, staff, and students in the effective uses of technology for integrating technology in the classroom, as time permits.
- Documents at least 25 hours worked, in addition to the regular school day that meets the criteria set forth in the job description.
- Performs other duties as required for the implementation of technology within the school.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Maintains student control
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance

OTHER JOB RESPONSIBILITIES:

- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Adair County Public Schools.
- Follow the procurement guidelines and purchase order process.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of duties performed for this position.

The Adair County school district does not discriminate on the basis of political or religious opinions or affiliations, marital status, ethnic origin, race, color, sex, age, or disabling condition.

EVALUATION: *Job performance will be evaluated in accordance with provisions of the Adair County Board of Education evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

Employee Signature

Date

Supervisor Signature

Date