

TITLE: District-Wide Technology Coordinator

REPORTS TO: Superintendent

FAIR LABOR STANDARDS ACT (FLSA): Exempt. (Administrative/Professional)

QUALIFICATIONS:

1. Bachelor's degree in computer science, instructional technology, or equivalent. Hold Novell Certified Network Administrator (CNA) certification preferred.
2. Strong technical knowledge and progressively responsible experience in micro-computers, computer technical support, Novell NetWare, Ethernet, LANs and WANs.
3. Requires computer skills. Requires ability to manage multiple demands. Requires ability to process orders, take inventories, and file documents.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Must be proficient in English both oral and written.

JOB GOAL:

Develop and coordinate all matters involved in the technology program of the district.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties

1. Be responsible for coordinating the maintenance of the district's LAN system utilizing outside support from vendors, independent contractors, etc.
2. Have an awareness of the many technical developments in the district.
3. Develop and expend the technology budget.
4. Work cooperatively and productively with the school administration and faculty.
5. Be responsible for updating the district's hardware inventory.
6. Be responsible for updating the district's software license inventory.
7. Develop and recommend policies and regulations relating to the adopting of programs, purchase of equipment, and expenditure of monies within all technology areas of the district.
8. Oversee the ordering of both hardware and software, and other technology equipment within the confines of the annual operating budget.
9. Represent the district as a member of the Linn-Benton-Lincoln Education Service District's (LBL-ESD) District Technology Advisory Committee (DTAC).

10. Coordinate Wide Area Network (WAN) maintenance and upgrade issues with LBL-ESD, including electronic mail, AS400 utilization, Internet access, and other network-related issues.
11. Be responsible for implementing the district Technology Plan.
12. Follows all District policies and those contained in the appropriate district handbook.

III. Instructional Skill

In his/her performance the technology coordinator demonstrates a competent level of knowledge and skill in designing and conducting an instructional experience.

1. Ensure that teacher inservice training relating to technology is ongoing as needed.
2. Participate in the continued development of benchmarks for grades K-12.
3. Assists teachers and students on the use of the Internet for research purposes.

IV. Student Discipline

The technology coordinator demonstrates the ability to manage the students in the educational setting.

1. Helps to maintain control of the pupils with reasonable and proper means.
2. Assist in the supervision of pupils in hallways during the passing of classes and during the periods before and after school as they are entering and leaving the building. Part of your responsibilities is to teach young people to respect property and the physical facilities of the district.

V. Knowledge of subject matter, materials, policies and regulations

The technology coordinator demonstrates a depth and breadth of knowledge of theory and content in general education and subject matter specialization(s) appropriate to the elementary level and/or secondary level(s).

1. Evaluates, selects, and requisitions new technology materials.
2. Takes all reasonable precautions to provide for health and safety of the students and to protect equipment, materials, and facilities.
3. Develop and implement a planned obsolescence replacement program for district hardware and software.
4. Selects materials and equipment to support the curriculum, in cooperation with faculty members.
5. Provides a representative collection of education software materials.
6. Knows and understands all policies, regulations, and procedures of the school and school district.

VI. Professional Commitment/Development/Improvement

The technology coordinator demonstrates an awareness of his or her strengths and limitations, and demonstrates continued professional growth.

1. Participates actively in technology and other educational and professional associations on the local, regional, and state or national level.
2. Maintains high professional standards.
3. Remains current in professional growth and inservice training.

VII. Interpersonal Skills/Personal Qualities

The technology coordinator demonstrates the ability to interact effectively with appropriate audiences.

1. Informs teachers and other staff members concerning new technology resources.
2. Works with teachers in planning those assignments likely to lead to extended use of resources.
3. Works to establish and maintain open lines of communication with the administration, other staff members, and district patrons.
4. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum and instructional methods.

VIII. School Service

The technology coordinator demonstrates a willingness to share normal school responsibilities and to help with non-instructional school events.

1. Participates in curriculum meetings.
2. Assumes other duties as assigned by the Superintendent.

IX. Timeliness

The technology coordinator demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Develops and expends the technology budget.
2. Returns requests for information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner.
4. Notifies the Superintendent in the event of illness.

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 50 pounds, and occasionally lift, carry, and/or move up to 100 pounds.

Terms of Employment:

Contract length, salary and benefits, etc. are as outlined and agreed to in the appropriate Collective Bargaining Agreement in effect with Monroe School District #1J.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services

any instance of suspected child abuse.

Evaluation:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of licensed personnel.

Reviewed by: _____ **Date:** _____