WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: - Administration

Standard Title: - District Technology Coordinator

Primary Function:

The District Technology Coordinator will execute all duties required to implement and maintain technology and related services that support an effective educational program.

Supervision Received:

The District Technology Coordinator is directly responsible to the Superintendent and/or his/her designee.

Direction Exercised:

The District Technology Coordinator is responsible for the supervision of all non-instructional personnel assigned to the technology department.

Essential Duties:

1. Coordinate the design, planning, support, professional development and implementation of technology use in teaching, learning and District curriculum for the purpose of improving student learning in all subject areas.

2. Develop and directs the development and interpretation of program policy and procedures for the purpose of establishing guidelines needed to effectively and efficiently meet district program goals while adhering to all relevant regulations and guidelines.

3. Prepare a variety of materials (e.g. reports, memos, letters, procedures, manuals, assessments, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

4. Serve as a member of the District Technology Committee to coordinate, update and implement the district Technology Plan.

5. Respond to inquiries for the purpose of providing information and/or direction.

6. Assist with PIMS reporting to PDE.

7. Serve as a liaison to software/hardware providers for the purpose of conveying and/or receiving information and coordinating district activities.

8. Coordinate the evaluation and selection of new software for instruction, student and district information systems.

9. Coordinate the purchase and installation of new and replacement technology hardware.

10. Coordinate and support dual platform operating systems and related products; knowledge of desktop hardware and software; classroom media (Smart boards, projectors, printers, copiers, etc.) and hands-on hardware troubleshooting and repair experience.

11. Develop and implement on-going staff development programs for appropriate staff.

12. Establish and maintain a system for inventory, maintenance, repair, distribution and retrieval for use of all technology hardware.

13. Prepare and monitor the district's technology budget.

14. Assist in establishing and maintaining policies on the responsible and ethical use of technology.

15. Complete e-rate applications and the follow up paperwork.

16. Remain proficient and current on technological research and trends.

17. Communicate with outside specialists regarding facility changes as they relate to technology.

18. Develop technology partnerships.

19. Apply for technology and distance learning grants when appropriate.

20. Coordinate the development, implementation of and training for distance learning.

21. Work with the district's cyclical committees to integrate technology into all curricular areas.

22. Assist with the training of district personnel in the use of hardware, software, and network systems.

23. Supervisor of all members of the Technology Department.

24. Perform simple maintenance and trouble-shooting procedures on equipment.

25. Develop a District Technology Equipment Obsolescence Plan.

26. Motivate classroom teachers to utilize technology in the classroom.

27. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school district.

28. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

29. Protect confidentially of records and information about staff, and use discretion when sharing any such information within legal confines.

30. Adhere to federal statutes and regulations, PA school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.

Secondary Duties:

1. Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions and/or representing the District to external individuals and/or organizations.

2. Work with district administrators in directing a technology program that supports the instructional and operational aspects of the district.

3. Assist the Superintendent in the formulation of policies and procedures for the Windber Area School District.

4. Assist in developing project proposals for local, state, and federal projects for the Winder Area School District.

5. Assist the Superintendent with the recruitment and selection of support personnel and services.

6. Assist in the supervision and administration of the financial system and the student management program.

7. Disseminate technology related information throughout the district via news bulletins, electronic mail, electronic bulletin boards, presentations at state, district, and building level meetings, etc.

8. Use technology skills in developing presentations and programs for district activities.

9. Work on community relations by speaking to parent and professional groups, publicizing the district technology plan and progress.

10. Participate in Technology Conferences both in-state and out-of-state to update awareness of current software and hardware.

11. Ensure that the steady stream of new information in the form of text and graphics from the schools and district office is published to the web.

12. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.

13. Perform temporary duties as assigned by the Superintendent.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The District Technology shall hold at least a bachelor's degree. Certification in Education and Technology preferred, but not required.
2. Knowledge of State and Federal regulations relative to public school instruction.
3. Knowledge of program planning and budgeting.
4. Excellent communication, problem solving and organization skills.
5. Hold and maintain a valid driver's license with no serious violations.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of U.S. citizenship or legal resident alien status by competing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearances has been given by the appropriate agency.
9. Pass the state required Mantoux Intradermal Tuberculin Test.
10. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Preferred Experience/Skills:

1. Experience in education as a coordinator/supervisor of technology.
2. Experience with hardware, software, and networking systems.
3. Experience with Windows, Mac, and MS-DOS operating systems.
4. Experience training adults and students in computer and other technology applications.
5. Knowledge, skill, and abilities in the particular related areas of instructional technology, SIS, PIMS, networks, telephone systems, promethean boards, projection devices, etc.
6. Knowledge in technology and curricular areas.
7. Leadership opportunities in the past with proven results; evidence of team orientation in professional life.

Employment Terms:

1. Work year of twelve months.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

<u>Salary:</u>

The salary of the District Technology Coordinator shall be set by the Board of Education for this position.