

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### TECHNOLOGY AND INNOVATION COORDINATOR

#### QUALIFICATIONS

- (1) Bachelor's Degree in Computer Science preferred
  - a. Associate's Degree / Technical Certificate with related experience may be submitted for the Bachelor's Degree
- (2) Five (5) years related experience, preferably in a K-12 school setting.
- (3) Knowledge of administrative and instructional computer applications as related to departmental job functions and school operation.
- (4) Strong communication and organizational skills

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to think strategically and innovatively and to turn that thinking into realistic plans and workflows. Ability to provide guidance and advice to staff on technical, systems-, or process-related topics. Technical knowledge in hardware and software operations and uses. Ability to demonstrate appropriate use and practical applications of technology. Ability to mentor, train, act as team leader of other technical support personnel and possess excellent communication, customer service and technical problem solving skills. Assist in the integration of technology into curriculum. Demonstrates written and oral communication skills.

#### REPORTS TO:

Director of Technology

#### SUPERVISES:

Assigned personnel.

#### JOB GOAL

To provide information and educational technology research and implementation assistance to schools, staff, and departments.

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Develop initial ideas and acquire key information about potential projects that will facilitate the transformation of classrooms through the use of technology.
- \*(2) -Produce design concepts, layouts and feasibility studies for innovative, active learning spaces.
- \*(3) Prepare detailed working drawings, designs, plans, models and schemes, often using computer-aided design (CAD) software;

## **DISTRICT TECHNOLOGY COORDINATOR (Continued)**

- \* (4) Provide assistance with the development and implementation of special initiatives including; grants, emerging technologies, hardware and related acquisitions for new facilities and renovations.
- \* (5) Install innovative technology into the schools that will support the learning process for students with special needs.
- \* (6) Develop selected vendor relationships, including the coordination of external resources.
- \* (7) Assist with in-service training of administrative, instructional, and technical staff.
- \* (8) Communicate with people outside the organization about our vision and implementations.
- \* (9) Keep current with emerging technologies and apply that knowledge to job.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code 7**

**Flagler Schools Strategic Framework – Instructional & Operational Innovation**