

JOB DESCRIPTION REVERE LSD BOARD OF EDUCATION

JOB TITLE: SUPPLEMENTAL BUILDING TECHNOLOGY COORDINATOR

REPORTS TO: Superintendent of Schools/School Building Principal

NATURE AND SCOPE OF JOB:

Management of building audio-visual and technological devices is the responsibility of the Supplemental Building Technology Coordinator.

QUALIFICATIONS:

The Supplemental Building Technology Coordinator shall:

1. Have five (5) years' experience in working with students and educational staff in the field of educational technology preferred.
2. Hold and maintain a valid Ohio driver's license with no serious violations.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

EMPLOYMENT TERMS:

The Supplemental Building Technology Coordinator shall be employed under the following terms:

1. Supplemental limited employment contract.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Revere LSD Board of Education.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supplemental Building Technology Coordinator shall:

1. Perform simple maintenance and trouble-shooting procedures on equipment for efficient use of maintenance funds.
2. Meet with school level technology leaders and technology committees for the school building in order to assist in implementation of the Revere plan at a school building level.
3. Collect and review an inventory of technology equipment and materials for the school building.
4. Disseminate technology related information via news bulletins, electronic mail, electronic bulletin boards, and school building level meetings, etc.
5. Coordinate with the District Technology Coordinator to act as a liaison with school building training.
6. Help in the evaluation and purchase of software and hardware that is used in the classrooms and labs in the school building.
7. Help in the installation and support of software and equipment related to technology.
8. Assist with the development of a long-range Revere LSD technology plan for the use of present and emerging technology designed to improve the teaching/learning process.

9. Provide leadership of technology integration in the school building.
10. Assist faculty and staff in dealing with minor technical issues in order to maintain a positive attitude among educators about use of technologies and avoid frustrations and fear of technologies by those teachers unfamiliar with them.
11. Participate in appropriate in-service and workshop programs and attend any required meetings.
12. Use computers and/or electronic equipment to fulfill job functions.
13. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent of Schools/School Building Principal, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

The Superintendent of Schools/School Building Principal shall evaluate the Supplemental Building Technology Coordinator.