

Coosa County Schools Job Description

JOB TITLE: TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university.
2. Minimum five years experience with technology systems, with preference to school applications.
3. Extensive knowledge of contemporary technology hardware and software.
4. Wide Area Network and Local Area Network management skills.
5. Background clearance through FBI and ABI process.

REPORTS TO: Superintendent

JOB GOAL: To develop and expand capabilities in technology for the purpose of equipping students with the level of knowledge, skills, experience and confidence to assume successful roles in a technological world.

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
2. Supervise the technical installation and operations of local-area networks (LANs), wide-area networks (WAN), Internet, distance learning capabilities and future technology application systems.
3. Prepare system hardware specifications relating to bids.
4. Select and purchase technology hardware, software, and peripherals necessary for implementing district level technology projects.
5. Approve all site-based technology related purchases funded by the SDE and system-wide grants.
6. Advise schools in the selection of locally funded technology equipment and materials.
7. Assist in supervising support technician in providing technical assistance for equipment and operations.
8. Coordinate duties, monitor responsibilities, and assess performance of assigned staff members.
9. Coordinate system-wide technology training for personnel in the use of technology hardware and in the use and application of appropriate software.
10. Chair the school system's technology committee.
11. Maintain an update annual technology plan for the school system and the SDE.
12. Integrate technology goals and applications with the school system's instructional goal.
13. Maintain an updated inventory of technology hardware in the school system.
14. Serve as advisor and consultant to the local schools in the development and implementation of local technology plans.
15. Serve as educational technology consultant to other supervisors and administrative personnel.
16. Serve as a resource person in technology for attaining the overall educational goals of the school system.
17. Assist in providing equity and consistency in technology education opportunities throughout the school system.
18. Develop budgets for expenditure of funds and complete reports related to technology in the school system.
19. Establish the system's presence on the Internet.

20. Develop a system-wide software selection and review process and maintain a current system-wide acceptable use policy relating to technology.
21. Be familiar with and follow system policies.
22. Maintain proper and professional relationship with students, parents, other employees, and the public.
23. Maintain the confidentiality of information pertaining to students, staff, and school system.
24. Perform other duties as instructed by Superintendent.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.