



2023-2024

Technology Duties and Responsibilities

Jerry N. Allen

Chief Technology Officer | (o) 254-755-9503 | (c) 817-832-4509

Please start all resolution with a work order or contacting HELP DESK 254-755-9599

Luther Ward	Paul Mach	Joseph Jacobs	Patrick Uptmore
Director of Network Systems	Coordinator of Instructional Technology	Coordinator Technology Support Services	Director of PEIMS
254-755-9604 Technology Network	254-755-9507 Instructional Technology	254-755-9401 Support Services	254-750-3937 PEIMS and Information
Cameras	5 Lab Management	AirTame or Vivi	504 and Homebound Liaison
Child Nutrition Services Liaison	Applications/Program Approval	Boardroom Support	Advanced Academics Liaison
Chromebook Management	Bilingual/ELL Liaison- Application Management	Campus Technicians	Bilingual/ELL Liaison
CyberSecurity	Blackboard Technical Support	Computer Labs	Campus Admin Training
Data Drops	C&I Liaison- Application Management	Device Asset Management	Campus Registrar Training
Door Access	Campus/District Application Troubleshooting and Support	Device Carts	Counselor Liaison
Email Administration	Canvas LMS Management and Support	Digital Signage (Install)	CTE Liaison
ERATE	Clever Applications	Finance Liaison	DAEP Liaison
Family Health Center Liaison	CTE Liaison- Application Management	Helpdesk	Data Mining and Extraction
Google Acct Creation/Maint.	Data Management for Credit Recovery Apps	ID systems	Finance Liaison
Health Screening Stations	Data Management for Instructional Apps	Incident IQ inventory control	Frontline Student Scheduling Support
iPad Management and App Deployment	Data Management for Intervention Apps	Interative Displays	Frontline TEAMS
Maint/Trans/Goldstar	Eduphoria Management and Support	Password Reset	HR Liaison
MicroSoft Office system	Etextbook Account Management and Support	Printer Logic	Leaver Process with C/I representative
Mobile Phones	Frontline- Campus/Teacher Support	Projection/Audio/Visual	Online Registration and Enrollment with Student Services
Network Adminsitration	Google Support/Application Management	Quotes for all Technology Inventory	Payroll Liaison
Network Security	Instructional Device Troubleshooting	Software installation and support	PBIS Liaison
Phones/AT&T/Mitel	PLC and PD Liaison	Sound Systems - Cafeteria	PID/TREx Search
Security Panels	Region 12 Instructional Technology Liaison	Student devices	SIS and ERP Liaison
Single Sign On	Seesaw LMS Management and Support	Teacher devices	State Reporting
Storage/Server Administration	Special Education Liaison- Application Management	Technology Website	Student Services Liaison
Systems Administrators	Teacher Instructional Technology Training		UIL PEIMS Liasion
The Cove Liaison	TEKS Resource System- Account Management		
Time Clocks			
Waco Housing Authority Liasion			

Freda Clark

Executive Admin Assistant

254-755-9501

Technology

Technology Purchase Orders - Campus Secretary Liaison - RevTrak Liaison - Hot Spot Deployment - Office Manager
 Chief Technology Officer Secretary
 Budget - Time cards - Purchasing - Quotes