## MARION COUNTY JOB DESCRIPTION

> Position Title: STLP Coordinator, School Level
> Department:     Technology
> Reports To:     District Technology Coordinator
> Approved By: Marion County Board of Education    Date:  May 2017

**SUMMARY:**   To help motivate all students; to advance individual capabilities; and to create leadership opportunities through the use of technology.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**  *Other duties may be assigned.*

- Organize and lead the school's Student Technology Leadership Program (STLP)
- Develop appropriate lessons and activities to address Kentucky's STLP Goals.
- Troubleshoot problems with school hardware and software
- Refer appropriate problems to District Technology Staff
- Assist with school technology inventory
- Maintain professional growth
- Develop clear goals and strategies for technology integration and support the use of technology
- Provides input in the development of building level programs that enables students to use technology as learning tools
- Investigates and disseminates information on best practices for technology integration, sources of information on trends, research and applications related to technology use in the school
- Assesses the needs and plans for technology and communicates these to the appropriate personnel or technology committee
- Maintains current knowledge of technology and instructional practices that relate to the use of technology
- Provides resource information relating to new techniques and practices that relate to the use of technology and that enable students to use technology as a learning tool
- Communicates with school and district personnel, parents, community, and other school stakeholders to share information
    - Plan, develop, and implement strategies for school public relations
    - Update and maintain the school website
    - Update and maintain social media
    - Prepare and/or supervise the production of brochures, handouts, direct mail pamphlets, promotional videos, photographs, films and/or other school multimedia as assigned

**SUPERVISORY RESPONSIBILITIES:**   Student Technology Leadership Program Participants

*QUALIFICATION REQUIREMENTS:   To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  The requirements listed below are representative of the knowledge, skill, and/or ability required.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCES:**  High school graduate or equivalent; one to three years experience in computer related work preferred.

**OTHER SKILLS and ABILITIES:**  Ability to operate a computer and related software.  Ability to communicate cleanly and concisely, both orally and in writing and the ability to interact positively with school staff and community.  Ability to handle a multitude of responsibilities with minimal supervision.  Ability to perform duties with awareness of all district requirements and Board of Education policies.  Ability to read and understand the district and school acceptable use policy and stay within their confines.

**LANGUAGE SKILLS:**  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.  Ability to write routine reports and correspondence.  Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**  Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.  Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**TECHNOLOGY SKILLS:** Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems.  Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

**REASONING ABILITY:**  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.  Ability to deal with problems involving several concrete variables in standardized situations.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk or hear.  The employee occasionally will stand or walk.  The employee is occasionally required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing.  Employee will frequently interact with the public and

other staff members.  Specific vision abilities required by this job include close vision. The employee may occasionally lift up to 25 pounds such as boxes of paper.

*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 noise level in the work environment is usually quiet.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.  Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

*File Name:  Technology Coordinator, School Level*