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Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651
Phone 304-872-3611
Fax 304-872-4626

Job Description

Title: School Technology Contact

Reports to: Building Principal / District Administrator

Evaluation: Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and Nicholas County Board of Education Policy GCNA.

FLSA Status: Exempt

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

QUALIFICATIONS:

1. Secondary Teaching Certification
2. Minimum of 2 years' experience in a technology support position preferably in a WV PreK-12 environment.
3. Perform duties as described in the job description below.

Duties/Responsibilities:

1. Serve as liaison to the Nicholas County Technology Director.
2. Responsible for assisting in implementation, and maintaining records of state technology plans and requirements including federal E-rate.
3. Assist in the development, review, and update policies relating to technology.
4. Plan, organize, and develop functional staff development training in computer technology and assist with staff development involving computers.
5. Participate in professional growth activities regarding technology curriculum, instruction, and hardware/software issues
6. Assist with classroom computer program utilization and improvement as needed.
7. Work with Nicholas County employees in the improvement of individual staff competencies with computers.

8. Install, configure, and maintain hardware and software.
9. Configure and prepare workstations to access the network(s).
10. Must demonstrate knowledge of classroom technology, including but not limited to, desktop/laptop computers, interactive whiteboards, classroom responder devices and document cameras.
11. Must be self- directed, well organized and have good written and verbal communication skills.
12. Maintain school website.
13. Assist implementation of grading solutions
14. Perform other duties as assigned by the Technology Director or School Principal.

Physical Demands: The physical demands described 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 frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology and multimedia equipment, and use repetitive motions.

While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

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.

Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Revised April 14, 2023