

## Frenchtown School District

### JOB DESCRIPTION

## TECHNOLOGY COORDINATOR

### QUALIFICATIONS:

1. Any combination equivalent to: a high school diploma supplemented by vocational or college-level course work in computer science, computer technology, or related field and two years progressively responsible computer experience, including experience in maintaining computer operations and systems administration.
2. Ability to work well with students, parents, and staff
3. Knowledge of computer applications, operations, and equipment.
4. Knowledge of requirements and procedures for determining the configuration of microcomputer equipment and system-level and commercially packaged software.
5. Knowledge of methods, tools, and procedures used in installation, repair, and maintenance of computers and equipment.
6. Troubleshoot, investigate, and correct computer malfunctions or concerns and perform routine hardware and software technical support.
7. Provide demonstration and explanation of a variety of computer hardware and software operations.
8. Work effectively with strict time lines, numerous contacts, and the necessity of accuracy.
9. Communicate effectively orally and in writing to nontechnical staff.
10. Train and provide direction to others.
11. Proven communication and organizational skills
12. Other qualities as deemed appropriate

### PERFORMANCE RESPONSIBILITIES:

1. In cooperation with appropriate professional staff oversees the district-wide software system.
2. In cooperation with appropriate professional staff, identify, preview and recommend software programs to enhance instruction K-12.
3. Provide appropriate in-service to enhance effective and timely use of district hardware and software programs.
4. Assist professional staff in the day-to-day application of technology to instruction by working side by side with teachers, as needed, to assure user competency.
5. Share information with the district administrative team, i.e. update program progress, and communicate needs, concerns and direction.
6. Support curriculum development as it relates to technology, as determined by the district.
7. Develop understanding of the district curriculum as it relates to the use of technology.
8. Evaluate instructional use of technology by students and staff in all curricular areas and ensure that instruction is following district curriculum as it relates to the use of technology.
9. Implement and coordinate teacher training in the use of Technology.
10. Research technological innovations in education that could be adopted or adapted by the district.
11. Implement student assessment programs used for analyzing student performance.
12. Assist with any of the technology applications necessary for filing state or federal required reports.
13. Stay abreast of current hardware and software developments and applications

14. Chair of the district technology committee – plan agendas and meetings a minimum of three times during the school year.
15. Supervise the installation, repair and maintenance of district instructional computer hardware and related equipment.
16. Other duties as assigned.

**IMMEDIATE SUPERVISOR:** District Superintendent

**TERMS OF EMPLOYMENT:**

250-Day Contract. Salary, benefits and other working conditions as negotiated with the Frenchtown Public Schools Board of Trustees and the administrative team.

**EQUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. There may be some noise and temperature variations from computer equipment and adjacent offices.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit, walk, stand, bend, stoop, kneel, crawl, stretch, lift and carry equipment and objects, and travel from building to other sites. Must have dexterity of hands and fingers to operate computer keyboard and to finger and grasp objects. Must be able to lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to speak and to hear to exchange information and make presentations.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions, which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**