SCHOOL DISTRICT OF OKALOOSA COUNTY
Okaloosa County, Florida

Position Title: Online Data Technician
Reports To: Specialist, Instructional Technology
Supervises: N/A

Minimum Eligibility Requirements:
High school diploma
Such alternatives to the above requirements as the Board may find appropriate and acceptable.

Language Skills:
Ability to read and interpret documents such as operating and maintenance instructions and procedure manuals.
Ability to write routine reports and correspondence.
Ability to alphabetize, file, and maintain a volume of records.

Mathematical Skills:
Ability to calculate figures and amounts such as interest, proportions and percentages.
Ability to apply concepts of basic algebra.

Reasoning Ability:
Ability to apply common sense understanding to carry our instructions.
Ability to plan, organize and coordinate assignments.
Ability to interpret instructions furnished in written, oral or schedule form.

Other Skills:
Personal computer and mainframe experience.
Ability to establish and maintain effective working relationships with staff and vendors.
Ability to perform duties with an awareness of District requirements and School Board policies.

Physical Demands:
While performing the duties of this job the employee is regularly required to sit, talk, and hear. The employee frequently uses finger, tools or controls and reaches with arms or hands.
Close vision is required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:
Noise level is usually quite.

Job Goal:
To manage individual online accounts for district online initiatives.

Essential Duties and Responsibilities:
1. General Office Duties:.
   a. Receives and places phone calls, records, delivers messages accurately and in a timely manner.
   b. Maintains accurate, functional and efficient filing and record keeping system.
   c. Assists other offices, departments, personnel as requested.
   d. Organizes all supplies, materials and updates all documents pertinent to specific job assignment.
   e. Assists in maintaining positive public relations and harmonious working relationships with staff and the public and serves as an appropriate role model for others.
   f. Acts as custodian of records and maintains confidential and related information according to regulations.
   g. Coordinates distribution of appropriate forms to all schools and departments.

2. Manages user access, including passwords, for all district-adopted programs, including but not limited to:
   a. AS400
   b. Blackboard - Okaloosa
   c. Britannica Pathways
   d. Destiny
   e. Ebsco Publishing
   f. Gale
   g. LinkIt/TGN
   h. PMP/ Data Star
   i. United Streaming
   j. Web-based Programs such as netTrekker, BrainPOP, etc.
   k. Edmodo
   l. FCAT Explorer
   m. TeachingBooks.net
   n. Wikispaces

3. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures; maintains professional ethical standards; maintains high level of professional development/knowledge.

4. Performs other such duties as may be assigned by the Supervisor, Superintendent, or the Board.

Salary:
Based on the adopted salary schedule for Professional/Technical pay grade 5.

Evaluation:
The Online Data Technician is evaluated by the Specialist of Instructional Technology

Term of Service: Twelve months