



JOB DESCRIPTION

ANDES CENTRAL SCHOOL DISTRICT

POSITION:	Technology Coordinator/Network Administrator
REPORTS TO:	Superintendent
SCHOOL BOARD APPROVAL DATE:	October 10, 2016
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	In accordance with school calendar and board policy
EVALUATION:	In accordance with approved Policy
SUPERVISORY RESPONSIBILITIES:	

SUMMARY:

Responsible for ensuring servers, Internet, and local machines are running and working correctly/properly.

QUALIFICATION/BASIC JOB REQUIREMENTS:

1. BA/BS Degree in Education
2. Strong background and teaching experience in computers
3. Organizational skills

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works with teachers in helping design and deliver technology enhanced in-service programs. Also helps in curriculum development (assist in locating materials and exploring curriculum topics).
2. Troubleshoots equipment. Some of these include: E-Mail Services (individual), Long Distance Learning Lab (DTL), connections between schools, and back-up files.
3. Develops a yearly budget for the purchase of hardware/software.
4. Keeps the District's technology inventory updated and current.
5. Represents the District at technology related meetings.
6. Makes a monthly report to the Board on the "state" of the District's Technology Program.
7. Makes sure that the phone system is up and running properly.
8. Applies and follows through with the applications (E-Rate).
9. Performs other duties as assigned.

WORKING 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 moderate to loud. Duties are performed indoors and occasionally outdoors. The employee must be able to work effectively with a myriad of teachers, administrators, parents, and various outside groups.

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 regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch and crawl. The employee must occasionally push or lift up to 50 pounds such as boxes and AV/ VCR carts. The employee is directly responsible for the safety, well being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and 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.

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.