

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Technology Coordinator*

QUALIFICATIONS: Minimum of a Bachelor's degree; knowledge, skills and work with technologies and computer systems; knowledge of computer hardware and software applications; knowledge of technologies available for use in an instructional setting; knowledge of curriculum design and implementation; ability to develop and deliver technology training to adult learners; strong organizational, communication, and interpersonal skills

REPORTS TO: Federal Programs Director

SUPERVISES: Technology staff as assigned

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Personnel.

SALARY: 12 - Month Certified Salary Schedule

TERMS OF EMPLOYMENT: 12 - Month

JOB GOAL: To provide leadership, expertise, training, and assistance in maintaining the system's computers and/or network(s).

PERFORMANCE RESPONSIBILITIES:

- Repair computers, printers, faxes and other small business devices.
- Work with all vendors to provide network info, access as requested.
- Work with all vendors to upload/download ftp services, materials.
- Point of contact for LDOE educational technology group.
- Point of contact to Internet Service Provider, WAN Provider and other outside technology vendors.
- Provide connectivity support to SIS program.
- Install and maintain parish wide antivirus.
- Maintain all GPSB servers.
- Setup and maintain all domain accounts.
- Setup and maintain email accounts directories.

- Maintain and troubleshoot firewalls.
- File all e-rate correspondence and forms.
- Provide all network, computer information to LDOE or other state agency as requested; technology liaison with copier companies.
- Technology liaison with phone, phone repair, or property security vendors.
- Coordinate quotes for technology equipment.
- Point of contact/liaison with vendors providing system engineers for additional services for all network equipment.
- Point of contact for all parish wide programs that utilize technology resources (ex. Renlearn, Follett, Learn360).
- Install technology equipment.
- Troubleshoot technology issues and equipment.
- Provide vpn for vendors or select staff for outside access.
- Maintain all wireless and wired networks.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the district's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain

actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date