

SCHOOL DISTRICT OF DIXIE COUNTY**JOB DESCRIPTION****DISTRICT TECHNOLOGY COORDINATOR****QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited college or university is preferred or; an Associate Degree from an accredited college or university in the technology field or; certification in technology.
- (2) Valid Florida Driver's License.
- (3) Reliable means of transportation and freedom to travel on a frequent basis.
- (4) Preferred experience in the Educational Technology field.
- (5) Satisfactory criminal background check.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to effectively work with others, either individually or in a group. Ability to develop concepts and ideas relating in oral and written form. Knowledge and experience in the effective use of technological media and material. Knowledge of current software application, programming and hardware.

REPORTS TO:

Director of facilities and Safety, Special Projects

JOB GOAL

To assist district schools in the use of technology and its application and support within their educational settings, and develop and implement the District Technology Plan.

SUPERVISES:

Technology Staff

PERFORMANCE RESPONSIBILITIES:

- (1) Establish and maintain technology resources appropriate for classroom use.
- (2) Assist in planning, coordinating and implementing instructional technology applications consistent with established project objectives and activities.
- (3) Maintain catalogs and informational sources for all technologies, and closely monitor prices, vendors, and equipment to ensure the quality and value of the technology so that it meets the user's demands.
- (4) Provide the necessary support for network hardware and software, including installation, maintenance, troubleshooting, updates and expansion capabilities.
- (5) Troubleshoot faculty technology and maintain operating technologies.

Intra/Intra-Agency Communication and Delivery

- (6) Cooperate with the District staff in the total effort to bring about quality education for

DISTRICT TECHNOLOGY COORDINATOR (Continued)

students through the use of instructional technology.

- (7) Attend required local, state and other meeting/workshops/conferences for the purpose of sharing and collecting information gained with the districts in the service areas.
- (8) Use effective communications strategies to interact with a variety of audiences.
- (9) Respond to inquiries and concerns in a timely manner.
- (10) Keep Director informed of potential problems or unusual events.

Professional Growth and Improvement

- (11) Provide computer and software evaluation/demonstration training opportunities in the respective districts served.
- (12) Set high standards and expectations for self and others.
- (13) Keep abreast of trends and best practices related to technology in education.
- (14) Develop annual goals and objectives consistent with and in support of department goals and the District goals and strategic commitments.

Systemic Functions

- (15) Support the efforts, activities, and duties of the Systems and Network Support Team.
- (16) Serve as a consultant to staff members and to District, school or community personnel in assigned service areas.
- (17) Assist, as needed, in the evaluation of products and vendors to provide services to the District.
- (18) Supervise assigned personnel, conduct annual performance appraisals and make Recommendations for appropriate employment action.
- (19) Prepare all required reports and maintain appropriate records.
- (20) Consistently represent District in a positive and professional manner.
- (21) Adequately plan all program and organizational functions within reasonable timeframes.

Leadership and Strategic Orientation

- (22) Assist in implementing District goals and strategic commitments.
- (23) Collaborate with colleagues and contribute to the planning and operation of the District.
- (24) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- (25) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- (26) Perform other tasks consistent with the goals and objectives of this position.

Worksite Service Standards

- (27) Exhibit a positive work ethic.
- (28) Foster and develop a professional image.
- (29) Provide collaboration and affirmative networking.
- (30) Provide systemic and systematic preparation for function delivery.
- (31) Exhibit interpersonal interaction.
- (32) Exhibit communication skills.
- (33) Translate organizational purpose into observable behavior.

Assessment and Other Services

- (34) The use of the adopted performance appraisal systems for employees.
- (35) The accurate and timely filing of all applicable reports.
- (36) The completion of professional development activities as appropriate.

DISTRICT TECHNOLOGY COORDINATOR (Continued)

PHYSICAL REQUIREMENTS: Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 9