



NEW: Submitted:  
08/28/2019 08/27/2019

JOB TITLE:	COORDINATOR HIGH SCHOOL TECHNOLOGY
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	EXTRA SERVICE SALARY SCHEDULE
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	3181
BARGAINING UNIT:	CERA

**SCOPE OF RESPONSIBILITIES**

Plans, organizes, and delivers instructional support services, working with students, teachers, and administrators to integrate technology into the curriculum. Maintains records and prepares reports. Enforces Board policies, regulations, and rules. Selects and maintains computer software, hardware, and peripherals which support the curriculum. Facilitates the instruction of the Computer Application Skills Continuum and the administration of the JCPS Computer Applications Skills Assessment through both the computer networks and the individual classroom computers for students and staff.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Acts as the leader, encourages parental support, and participates as a member of the school's technology committee to ensure that technology is integrated into the instructional program of the school
- Develops with faculty and administration the school technology plan in accordance with District and Kentucky Education Technology System (KETS) plans based on curricular needs and the Consolidated School Improvement Plan
- Participates as a member of the instructional team, plans regularly with teachers for the integration of computer technology into the curriculum
- Develops and/or implements school-wide policies in accordance with District and KETS policies, regulations, procedures, and standards concerning selection of technology materials, copyright law, acceptable use and equity of access
- Supervises the maintenance and inventory of computers, printers, peripherals, and software in the school and provides service for minor repairs to the equipment and the networks
- Administrates and supports the JCPS Net school network on a day-to-day basis
- Acts as the point of contact and disseminates information between Telecommunications, Computer Education Support, and Management Information Services units and the school staff
- Attends District STC and other technology meetings and participates in professional development to keep informed of current developments in computer technology and education
- Serves as the first "point of contact" for computer and network related problems in the school
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs all other duties as assigned by the Principal or athletic director

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work may requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work is repetitive. The work, at times, requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push and pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

**MINIMUM QUALIFICATIONS**

Working knowledge of all components of the Computer Applications Skills Continuum

Experience with assisting students and staff in using computer hardware and software
Minimum of sixty-four (64) semester hours of credit from an accredited college or university
Possess a broad knowledge of school curriculum and instructional technology
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky Teacher Certification
Coursework in instructional technology application and leadership
Experience in a diverse workplace