



NEW:  
04/30/2018

JOB TITLE:	SCHOOL TECHNOLOGY COORDINATOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	EXTRA SERVICE PAY SCHEDULE
WORK YEAR:	
FLSA STATUS:	
JOB CLASS CODE:	8907
BARGAINING UNIT:	

**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 School Consolidated Plan.
- Participates as a member of the instructional team, plans regularly with teachers for the integration of computer technology into the curriculum.
- Develops, provides, and/or coordinates professional development to staff and community in the use of computer software/hardware and peripherals and demonstrates practical applications for curriculum connections.
- Provides input and/or acts as an advisor on purchase of all hardware and software to the technology committee and administration/SBDM in accordance with District and KETS standards.
- Develops and/or implements schoolwide 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 JCPSNet 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.
- Performs other duties as assigned by the principal.

**PHYSICAL DEMANDS**

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

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

DESIRABLE QUALIFICATIONS
Kentucky teacher certification
Coursework in instructional technology application and leadership