**NESHOBA COUNTY** **SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE**: Technology Coordinator

**TITLE OF SUPERVISOR:** Superintendent

**GENERAL RESPONSIBILITIES**: Coordinate the management of district instructional and non-instructional micro-computer and security camera networks; Provide guidance and direction of the use of technology in the district; Provide training, in coordination with the current consultant through professional development and other opportunities. Supervises and evaluates, in coordination with the principals, the School Technology Technicians.

**SALARY:** Salary is reflective of the Neshoba County School District salary schedule.

**QUALIFICATIONS:**

• Bachelor’s degree license preferred.

• At least three years of experience preferred.

• Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**GENERAL RESPONSIBILITIES:**

1. Provides consultation and technical assistance on the use of technology to personnel, schools, and sites;

2. Plans and implements comprehensive technology training programs;

3. Provides Technology Plan development and revision including serving as the E-Rate Coordinator;

4. Works with network system contractor/consultant and other vendors regarding Technology procurement processes;

5. Coordinates and conducts workshops, gives technical assistance, and previews opportunities in the areas of educational technology including the following:

• Technology awareness.

• Educational applicability of a variety of computer programs and optical media.

• Evaluation and selection of software and hardware and optical media.

• Technological advancements (interactive video, robotics, etc).

• Collaborates with the Director of Curriculum for integration of classroom/school technology.

• Technology program evaluation.

• Other topics as identified by a building needs assessment.

6. Coordinates and/or conducts teacher/administrator workshops on instructional and administrative applications for microcomputers and related technologies;

7. Provides technical curriculum assistance regarding hardware usage, software applications, computer technology, and the general instructional use of technology in the classroom;

8. Works with teachers in the integration of technology applications in the K-12 curriculum;

9. Coordinates/conducts mini hardware/software training sessions with teachers;

10. Assists teachers and students in the use of computers for smooth instructional integration and usage;

11. Establishes systems for educators to access, preview, or receive training in hardware usage and software applications;

12. Develops and participates in computer user groups;

13. Participates in the development of staff development programing to meet district needs related to the instructional use of technology;

14. Updates, personal technological knowledge and skills;

15. Provides on-site technical assistance to all teachers, administrators, and staff;

16. Installs hardware, software, and other enhancements;

17. Establishes and maintains a computer repair inventory;

18. Maintains and updates the building technology inventory records;

19. Keeps all technological equipment operable with very limited down time;

20. Works with principals in acquiring needed equipment repaired (out-of- district repair work);

21. Develops the technology plan;

22. Works with the DTC to ensure all downloads for state testing are current;

23. Develops the ERATE Application and keep records, orders requested equipment/materials and

administers the implementation of ERATE as reflected in application;

24. Coordinates the district’s security camera system;

25. Coordinates all technology related requests and keeps a record of them;

26. Supervises and evaluates the school technology technicians; and

27. Performs any other tasks as assigned by the Superintendent and/or Assistant Superintendent.

 Revised 6/13/2016