

TECHNOLOGY COORDINATOR

TITLE: Technology Coordinator

LOCATION: Administrative Center

SUPERVISOR: Director of Business Services

SUPERVISES: N/A

JOB SUMMARY:

Under general supervision of the Director of Business Services, provides leadership in all areas of technology; to support the instructional program through the incorporation of technology in a classroom setting.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Files and assists in research of reports and regularly requested forms.
- Completes and processes office building forms.
- Types correspondences and other letters requested by the building principal.
- Maintains inventories of selected supplies and equipment.
- Inspects distributes, records, and circulates packaged materials that are delivered to the school.
- Schedules staff appointments.
- Answers telephone, records and distributes messages for Principal and staff.
- Maintains building records and insures timely correspondence with Administrative Center.
- Maintains pupil attendance records
- Assists Building Principal in gathering and presenting researched data.
- Operates and supervises the use of all office equipment.
- Present Building Principal with a request for office supplies and maintains accurate records on equipment/supply usage.
- Handles and collects school moneys and records and prepares all bank transactions.
- Provides temporary care to students who become ill or injured in school until emergency care or nurse arrives.
- Processes and records all reports regarding school illness or injuries.
- Other duties as assigned by the building principal or District Superintendent.

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY: Occasionally lifting, pulling or pushing during the normal performance of tasks and responsibilities is required. The work requires frequent walking and standing.

WORK ENVIRONMENT: Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

QUALIFICATIONS:

EDUCATION

B.S. Degree in Computer Science preferred

EXPERIENCE

A Minimum of Four (4) years of experience in Computer Technology

OTHER SKILLS AND ABILITIES:

- Excellent organizational, human relations and decision-making skills.
- Proficient in Microsoft Office.
- Must type a minimum of 50 words per minute.
- Correct English usage, spelling, grammar, punctuation, and fundamental mathematical calculation.

LICENSES/CREDENTIAL:

TERMS OF EMPLOYMENT: Salary is based on market comparisons as determined by the Superintendent. Twelve month work year.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of support staff.