

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Technology Coordinator

Department: Technology

Date: July 2017

Reports to: Chief of Technology Officer

Administrator Grade: 502

Purpose of Job

The purpose of this job is to develop, implement, and maintain a technology plan that will enable the District to implement a technology curriculum for students; develop and implement classroom models to improve student achievement, and manage technology resources for the school system.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Leads project management as it relates to technology needs (hardware/software/telephone systems) for all new and existing District schools and buildings.

Establish technology planning and implementation strategies for the District.

Coordinate the development of the District's five year replacement cycle according to the technology plan. (Submitted to State of Tennessee and satisfies Federal Erate requirements).

Consults with and acts as District liaison to teachers, principals, supervisors, and schools in the field of technology.

Evaluate and review the District's needs at all instructional levels concerning technology, providing direction of programs dealing with curriculum, as well as classroom and building needs.

Develop appropriate technology (hardware/software) purchasing strategies related to current and future curriculum technology needs of the system.

Provides leadership in the identification, selection, and implementation of technology integration at all District levels.

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Coordinates and manages ON-LINE auction to maximize return of investments (ROI) of technology assets.

Review District's goals, objectives, and strategies concerning current and future funding sources relating to technology budgets, to appropriately meet the needs of the replacement cycle.

Coordinates telephone system/equipment redesigns, repairs, installations, and telephone programming to ensure that service and equipment providers are meeting the needs and operational ability of the District.

Serve as E-rate coordinator.

Coordinate completion of the Technology in Education Survey System (TESS) for the Tennessee Department of Education.

Additional Job Functions

Perform other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum BS Degree with three to five years work experience in technology-related fields and/or the field of education. Classroom teacher with experience in computers preferred.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment, such as telephones, computers, and peripherals, typewriters, copiers, adding machines, intercom systems, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for moderately active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to technology/office functions. Requires the ability to write reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to

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Speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in the absence of supervision; to acquire knowledge of topics related to the job of Technology Coordinator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear (talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear).

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date