

ALPINE COUNTY UNIFIED SCHOOL DISTRICT
TECHNOLOGY COORDINATOR

REPORTS TO: SUPERINTENDENT

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under the supervision of the Superintendent, the coordinator will assist the schools of the district to improve educational opportunities for students through the use of the technology. This shall include maintaining computer networks and web sites, providing staff development, technical assistance, and information/learning resources to the district. Provide software, including system software, upgrades to assure efficient use of technology within the District. Establish firewalls, virus protection and other measures to assure efficient use of technology and to secure systems and individual computers from inappropriate access or use. Maintain computers and printers at specific locations (schools, labs, etc.) as assigned. Provide assistance to staff in basic computer operations and in resolving minor computer problems at specific locations as assigned. Diagnose problems and repair computer hardware as assigned. Perform additional/other technology services as assigned.

QUALIFICATIONS:

Required:

1. Any combination equivalent to: an Associate Degree in Computer Science, Management Information Science, Electronic Technology or closely related field.
2. Two years of progressive experience with microcomputers and/or network/Internet systems.

Desired:

1. Experience working within a school system.

KNOWLEDGE AND ABILITY:

1. Knowledge of principals, practices, methods, and strategies in integrating technology into the general curriculum.
2. Knowledge of California Curriculum Frameworks and California Educational Reform documents.
3. Knowledge of Local and Wide Area Networks.
4. Knowledge of school district practices and procedures.
5. Knowledge of computers and peripherals.
6. Knowledge of a variety of audio visual equipment; and satellite TV and related equipment.
7. Knowledge of Integrate state-of-the-art technology in everyday work and to demonstrate to diverse individuals and groups ways of maximizing the benefits of technology in education.
8. Ability to organize and conduct training, inservice, and staff development activities and coordinate curriculum and instruction projects conferences, events, and activities.
9. Ability to demonstrate expertise in the use of technology and in educational technology planning.
10. Ability to pursue and apply for any State or Federal grants or monies for reading and/or technology.
11. Ability to establish and maintain clear communication and cooperative working relationships with staff, students, and other agencies.
12. Ability to coordinate the work of professional and technical personnel.

13. Ability to express ideas and concepts clearly and concisely in both oral and written form, and work collaboratively with individuals and groups from varied cultures, backgrounds, and classifications.
14. Ability to instruct and supervise the use of audio-visual equipment and computer technology, such as tele-communication, computers, video equipment, etc.
15. Ability to exercise independent thinking and good judgment at all times.

ESSENTIAL DUTIES/TASKS:

1. Provide leadership and coordination in curriculum, technology, instructional, and educational resources.
2. Assist teachers and administrators with assessing, planning, implementing, and evaluating the use of educational technology.
3. Plan, organize, coordinate, and conduct staff development workshops, training, and presentations to teachers, administrators, boards, and other agencies.
4. Establish and maintain clear communication and cooperative working relationships with clients, staff, other agencies, and regional and state administrators.
5. Work to further the mission and goals of ACUSD in regards to staff development, technical assistance, learning resources, telecommunications infrastructure, and funding.
6. Design, implement and manage computer network systems connecting the schools and the District and County Office.
7. Develop and maintain district web sites.
8. Travel to schools as necessary.
9. Represent the superintendent or his/her designee and site principals in local, regional, state and private agency meetings or conferences as needed or assigned.
10. Act as the district's representative for CTAP as necessary.
11. Implement, coordinate, revise, and/or update a District Technology Plan as needed.
12. Provide technical assistance to schools.
13. Troubleshoot minor repairs on computer equipment.
14. Keep a record of inventory, repairs, etc.
15. Gather and disseminate information on appropriate classroom software and pertinent Internet sites.
16. Instruct students in the use of audio-visual and computer equipment for the District; Tape, catalog, log and present all instructional audio-visual materials.
17. Be "on call" for computer and other audio visual problems in the classrooms.
18. Assist in assessing technology training and technical support needs.
19. Keep informed of current trends in emerging technologies and equipment changes in order to serve as a supportive and knowledgeable resource.

NON ESSENTIAL DUTIES/TASKS:

1. Participate in the acquisition of grants and other sources of funding for programs and projects.
2. Provide information on technology learning resources, including software, hardware, and telecommunications to educators in the county.
3. Perform other related duties as assigned.

ENVIRONMENT/WORK CONDITIONS:

- **Location:** Work is performed throughout the campus and classroom setting.
- **Hazards:** No specific hazards noted.
- **Equipment Used:** Computers, printer, copier, telephone, audio-visual equipment.
- **Safety Equipment:** None required.

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- **Standing/Walking:** Frequently; throughout school sites.
- **Sitting:** Frequently; at desk or computer while completing tasks as required.
- **Lift/Carry:** Frequently, 1-5 lbs.; manuals, computer parts and components, occasionally up to 25 lbs.; and Seldom up to 57 lbs. Computers and their components. Overhead reaching may be required.
- **Push/Pull:** Occasionally up to 31 pounds.
- **Climbing:** Occasionally; using 1-2 step ladder to reach upper shelves.
- **Bending/Twisting:** Frequently; at waist/knees/neck while retrieving materials and equipment on upper and lower shelves.
- **Kneeling/Crouching:** Occasionally; while assessing and repairing computers.
- **Hands/Arms:** Constantly; in reaching/handling/grasping/fingering while repairing computers, keyboarding, filing, etc.
- **Sight:** Constantly; in reading, sorting, identifying computer materials, etc.; visual requirements include visual acuity in near and mid-range vision.
- **Speech/Hearing:** Frequently; in answering questions and determining needs of students and staff and other users of computer equipment in person and over phone.

MENTAL

- Ability to communicate effectively orally and in writing, and work easily with staff and students when under stress of multiple tasks or frequent interruption.
- Frequent mental alertness, attention to detail, and accuracy required in repairing and identifying cause of problems with computer and other technology.
- Must be able to work independently and follow through on all tasks.
- **Must be able to plan and prioritize work to handle multiple tasks and requests.**
- Must be able to use logic and organizational skills to prepare, assign, and maintain repairs an accurate and orderly manner.
- Ability to work with students, staff members, and public.
- Must be able to read/write/speak English and possess basic mathematical skills.

Adopted: 07/2000

Revision: 06/19/01, 08/14/12