RESA 6 Technology Services Coordinator Responsibilities 2017-2018

Mandated by Policy:

- WV Code §18-2-26 Section (k)

WV State Board:

- RESA Quarterly Report
- RESA Annual Report
- RESA Strategic Plan
- RESA Web Page update and maintenance

WVDE Office of Technology Requests:

- Support Tools for Schools
- Support WVEIS
- Support Internet Services
- Install Anti Virus Software (State Funded)
- Support E-mail services
- Support Local Area Networks (State Funded)
- Support Network Files Servers (State Funded)

County Requests:

- Repair Workstations (Personal Computers)
- Install Workstations (Personal Computers)
- Install Operating Systems (Workstations/Servers)
- Install Network Servers (Hardware)
- Maintain Local Area Networks
- Purchase New Technology o Computers o Servers o Printers
  - o Operating System Software
- Consulting
- Telephone Help Desk
- Preventive Maintenance
- Local One on One Training
- Research New Technology
- Maintain Work Order System
- Maintain Special Software applications
- Miscellaneous projects

RESA, specific to each RESA:

- Director Monthly Reports
- Computer Technician in-service training
- Monthly Meetings of Directors/Coordinators
- Supervision and evaluation of Computer Repair Technicians
- Maintain Computer Repair Inventory
- Computer Repair Billing
- Computer Repair Accounts Receivable (County Billing)
- Computer Repair Accounts Payable (Vendor Purchases)
- Computer Training Room Management o Setup and Maintenance
- Support RESA 6 Directors and Staff in all areas of Computer Technology
- Support S.P.O.K.E.S.
- Support A.B.E.
- Support Public Service Training