

Sunflower County Consolidated School District

Miskia Davis, Superintendent

"United For Excellence"



SUNFLOWER COUNTY CONSOLIDATED SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Instructional Technology Specialist/ Webmaster

QUALIFICATIONS:

This individual should have a background in educational technology in the workplace and/or from an accredited institution. It is recommended that this person has at least three years of experience in the area of computer technology and hold a degree in the area of computer technology, technology, or business education.

SUPERVISES: N/A

REPORTS TO: Technology Director

JOB GOAL:

The instructional technology specialist facilitates technology integration in the classroom and technology use district-wide. The instructional technology specialists works closely with school administrators to schedule regular training sessions for each in the district. The instructional technology specialist works directly with teachers by providing them with training and support to use technology to complete administrative duties and to seamlessly integrate technology into the curriculum. Also, the instructional technology specialist will Develops, designs, implements and maintains: the District Internet website; the District Intranet website; and all District department websites (sub sites).

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

- Organizing, planning, problem solving, and researching current and emerging technology trends
- Employing word processing, multimedia presentation, and spreadsheet program skills
- Utilizing and troubleshooting interactive whiteboard systems
- Utilizing and implementing district gradebook program and assessment program
- Designing and updating school, department, and district websites
- Troubleshooting basic computer systems and peripherals
- Creating training handouts/manuals
- Training teachers, administrators, and other district employees to use technology such as word processing, spreadsheets, multimedia programs, gradebook programs, assessment programs, web design, internet safety, interactive whiteboards, and student response devices.
- Performs other duties as assigned

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- Monitors, improves, and updates the publication and performance of all District websites.
- Takes responsibility for the content, quality, design and style of the district and school websites.
- Enforces guidelines, standards, board policies and state laws as they pertain to all websites within the school district.
- Optimizes web architecture for navigability (browser and mobile platforms).
- Maintains, converts and optimizes published documents for online use.
- Assists in training teachers/students for class project websites.
- Serves as a help desk for parents and community searching for district information.
- Track and analyze web traffic statistics for periodic reporting and review of content effectiveness.
- Check hyperlinks regularly to insure validity.
- Create user manuals for administrative software designed with the SCCSD website tasks in mind and publish on the SCCSD Intranet.

TERM OF EMPLOYMENT:

Salary and work year established by SCCSD School Board.

EVALUATION:

Performance of this job will be evaluated in accordance with the evaluation procedure of classified employees of the Sunflower County Consolidated School District.