

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Technology Supervisor

QUALIFICATIONS:

- Bachelor's degree and iC3 certified
- Skilled and trained in computer hardware and software applications and possesses the skills to train personnel in computer use
- Ability to coordinate activities related to scheduling of personnel for training, reviewing, purchasing and inventorying technology and curriculum materials
- Ability to diagnose and repair minor to moderate issues with technology equipment
- Good writing and speaking skills
- A desire to provide the best possible learning environment for schools
- Other alternatives to the above qualifications as the School Board may find appropriate and acceptable
- Good physical condition with the ability to lift 10 pounds

REPORTS TO: Personnel Director

SUPERVISES: Technology Facilitators and Technology Specialists

JOB GOAL: To assist in curriculum review and implementation and in providing the best use of technology as a learning/teaching tool that will help assure a quality education for all students and to maintain effective usage of all technology equipment throughout the District

PERFORMANCE RESPONSIBILITIES:

- Schedule, using classroom time, planning periods and professional development time, the most appropriate and beneficial times to train the classroom teachers in the most effective use of the computer and software
- Train classroom teachers in the proper use of the computer as an instructional tool (Type and depth of training will depend on the individual teacher's level of competency)
- Train classroom teachers in the use of the Internet as an instructional tool
- Assist classroom teachers in the reviewing, purchasing, storing and inventorying of software
- Assist in the writing of technology and other grants at the school level and as needed at the District level
- Assist, as needed, in the computer labs at schools
- Assist in the 21st Century Learning Centers in training, providing advice and otherwise helping parents in utilizing technology in their homes
- Assist in preparing and making presentations to staff, parents or community that enhance the use of technology as an instructional tool

- Assist the principal in developing teaching strategies to implement new core subject and technology curricula
- Assist in preparing and conducting technology related demonstrations and/or workshops for professional development purposes
- Provide classroom demonstrations utilizing computer software with students so teachers can observe the correct procedures to follow as their students perform the tasks
- Assist in the training of assistant teachers in fulfilling their role in the use of technology and other curriculum materials as they assist the teacher to which they are assigned
- Set up new hardware in the buildings
- Perform basic network troubleshooting
- Perform basic maintenance, troubleshooting, and repair of computers and related hardware
- Responsible for the writing, submission, and revision of the district technology plan
- Track the use of each building's academic software and reports results to each building's principal
- Obtain needed information to complete the MOTE reporting process
- Collect and compile data for state and district reports
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)