

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

April 10, 2024

The Autauga County Board of Education is now accepting applications for the positions of: Coordinator of Technology

Job Description: Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

Qualifications: Current Alabama Teacher's Certificate, Class A or higher, with an endorsement in educational administration

Effective Date: July 1, 2024

Salary: ACBOE approved salary schedule based on rank, certification and experience

Application Information: Go to https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500 to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: April 24, 2024 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

1 Attachment
1. Job Description

COORDINATOR OF TECHNOLOGY

JOB TITLE: Coordinator of Technology

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Superintendent of Education

QUALIFICATIONS:

The Coordinator of Technology shall have the professional qualifications of a teacher in Alabama, or experience in a technology related field and unless otherwise recommended by the Superintendent and approved by the Board, it shall be required that the Coordinator of Technology hold a master's degree from an accredited institution with a major in administration and supervision, computer science, educational technology, business administration, or other computer technology related field.

In addition, the following qualifications are required:

1. A minimum of three (3) years full time certified administrative experience as an elementary and/or secondary principal, assistant principal, or supervisory experience in a technology related setting.
2. Knowledge of computer methods, techniques, and systems.
3. Demonstrated leadership, administrative and supervisory qualities.
4. Effective skills in human relations.
5. Proficiency in verbal and written communication skills.
6. Successful participation in professional development activities on the individual, local school and school system levels.
7. Must be knowledgeable concerning the general operation of a local education agency (i.e. curriculum, curriculum design, administration, supervision, safety, staff development, school law, etc.).

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Coordinate duties, monitor responsibilities, and assess performance of assigned staff members to include: Manage IT Technical Staff, including Technology Supervisor, Specialist, Technicians, IT Coaches, and Enrollment Specialists.
2. Supervise the technical installation and daily operations and security of the Local-Area networks (LAN), Wide-Area networks (WAN), Wireless LANs (WiFi), VoIP communications and Email systems, monitoring content applications, Internet, Intranet, distant learning capabilities in the district schools, and future technology application systems.
3. Establish and implement clear goals and specific achievement objectives for the area(s) supervised.
4. Responsible for state authorized program related to student and employee information.
5. Participates in local, state, and national technology initiatives.

6. Serves as district contact for school-based secretaries as it relates to enrollment and professional learning opportunities.
7. Directs system Media Specialists.
8. Provides leadership for short and long range planning for all district and building level technology initiatives: vision, goals, program, objectives/activities, infrastructure, staffing, evaluation, budgeting, and collaboration with others.
9. Establish general practices and procedures for the assigned area(s) that are consistent with, and support, established system-wide goals and programs.
10. Assess technology needs and recommends hardware and software and software updates consistent with student abilities, teacher needs, program goals, and administrative requirements.
11. Integrate technology goals and applications with the school system's instructional goals.
12. Maintain an updated annual technology plan for the school system and the ALSDE.
13. Oversee and provide support for the implementation of the District's Student Management Software application.
14. Responsible for the IT Department, including serving as the Technology Coordinator for the system, and establishing clear goals and specific achievement objectives for the department that supports system-wide goals and programs. Areas falling under supervision of the Coordinator of Technology include, but are not limited to, the following: managing data entry, managing cell phone accounts, security cameras, intercom systems, student information systems, digital devices (to include CIPA requirements) and other technology related activities and programs that fall within this area.
15. Assist directors with compliance monitoring and accreditation activities.
16. Advise schools in the selection of locally funded technology equipment and materials.
17. Serve as advisor and consultant to local schools in the development and implementation of local technology plans.
18. Coordinate system-wide technology training for personnel in the use of technology hardware and in the use of applications and appropriate software.
19. Chair the school system's technology committee.
20. Serve as Erate coordinator for the district and fulfill all requirements related to USAC School and Library Division application filings and funding guidelines.
21. Compile, maintain and file written records and reports for all programs in assigned area(s) of responsibility.
22. Plan, organize and implement district-wide training programs for personnel in assigned area(s) of responsibility.
23. Serve as a resource person in technology for attaining the overall educational goals of the school system.
24. Assist in providing equity and consistency in technology education opportunities throughout the school system.

25. Supervise, initiate, and direct grants, applications, and proposals related to system technology, media and communication.
26. Support effective teamwork by utilizing quality improvement tools for decision making.
27. Maintains confidentiality, including student/parent information and district level leadership team meetings.
28. Perform other duties as may be assigned. Job descriptions do not list all the tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties performed-even if seemingly unrelated to the basic job.
29. Perform any other duties as directed by the Superintendent.

JOB GOAL:

To effectively direct technology as it relates to the essential day-to-day operations of the school system.

SOURCE: Autauga County Board of Education, Prattville, Alabama
ADOPTED: April 9, 2024