



JOB DESCRIPTION – TSA: Informational Technology

JOB GOAL:

Plans, implements, directs, and maintains the district’s applications and use of technology within the instructional curriculum; evaluates and provides recommendations regarding complementing classroom instruction with software applications and computer technology; and assists teachers, administrators, and district support staff with their technology needs.

QUALIFICATIONS:

1. Bachelor’s Degree (or higher) in Instructional or Educational Technology, Education, or a related field from an accredited educational institution.
2. Minimum of two (2) years successful experience working with students and educational staff in the field of educational technology.
3. Effective project management skills; expertise in the identification of technology equipment/software applications suitable for diverse instructional settings and user abilities.
4. Working knowledge of curriculum and the alignment of technology with district strategic directions.
5. Must pass a pre-employment drug screen and submit to random drug screenings.
6. Must provide written references upon request from the Superintendent.

REPORTS TO:

Director of Instruction

SUPERVISES:

Staff as Assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of national, state, and district educational goals/standards as they relate to technology.
2. Ability to plan and manage a variety of functions.
3. Knowledge of the teaching/learning process in the school setting.
4. Knowledge of state-of-the-art research and best practices in areas of responsibility and continuance of professional development in the areas of educational technology.
5. Ability to plan and present information to the public and facilitate various-sized groups in training.
6. Good interpersonal and communication skills.
7. Ability to represent the district at state and regional functions.

PERFORMANCE RESPONSIBILITIES:

Service Delivery:

1. Establish and maintain procedures and practices that assure and protect the security of the district's automated systems.
2. Develop a guide to computer operating, procedures, care, and security for all Liberty County School District employees. Provide training and ensure understanding and compliance.
3. Develop and maintain a policy of internet acceptable usage for students and obtain signatures of students, and parents to ensure compliance.
4. Create and delete users for student, school, and district systems (email, software accounts, etc.).
5. Assist with and monitor the portability and transfer of staff and student data to other software programs when confidentiality, integrity, and personnel or fiscal resources make such transfers feasible and of benefit to the school system.
6. Protect confidentiality of records and information about students and staff and use discretion when sharing such information within legal confines.
7. Monitor LAN usage such as internet bandwidth, blocking internet sites, data storage, virus quarantines and quotas for users.
8. Develop and implement a preventative maintenance plan, disaster recovery, and incident response procedures that minimize down time.
9. Adhere to federal, state, and district statutes, regulations and contractual obligations.
10. Manage district software including administration of Microsoft 365.
11. Oversee and assist with the timely running of jobs and reports as assigned and/or as requested by district and school administrators.
12. Ensure that reliable networked systems are provided so that all required DOE and federal submissions occur.
13. Provide audit responses related to data security and technology.
14. Provide oversight in the provision of reliable networked systems as well as the designation of procedures and practices so that the delivery of instructional resources is equitably available.
15. Manage the evaluation, preparation, submission and implementation of technological plans, projects and/or grants as directed.
16. Manage and update all Learning Management Systems (LMS).
17. Obtain quotes, negotiate pricing and contracts, and evaluate, recommend, purchase and maintain inventory for all technology and software. All purchases should be made with the goal of improving technology instruction and management throughout the district.
18. Maintain an inventory of computer, other technological equipment, and software in the district.
19. Ensure that software is properly licensed and maintain related records.
20. Manage the installation and support of software and equipment related to technology and implement current successful uses of technology in the classroom.
21. Provide leadership and coordinate the planning and implementation of technology integration in schools.
22. Motivate and provide strategies and exemplary lessons to classroom teachers to utilize technology in the classroom. Establish an environment encouraging creative and independent use of instructional technology.
23. Provide training and support of instructional staff in the use of technology for their professional and classroom use (workshops, telephone support, classroom visitations, walk-in support, etc.).
24. Improve the overall quality of education received by students in the district by encouraging student development of skills in the use of instructional technology resources.
25. Plan and execute an equitable distribution of technology through district schools and departments.
26. Request permission and follow board-approved procedures for the disposal of fixed assets.
27. Manage the technology "Help Desk" system and oversee tickets as assigned to the appropriate school/district technology personnel.
28. Assume the duty of District's Webmaster. These duties include management of the LCSB website, coordination and training of school-based personnel in maintaining their school website, and ensuring LCSB Accessibility Plan requirements are met.
29. Distribute technology-related information throughout the district via news bulletins, electronic mail, electronic bulletin boards and presentations at state, district and building-level meetings.
30. Use technology skills in assisting others in developing presentations and programs, as needed.

Inter/Intra-agency Communication & Delivery:

31. Advance the district's professional image by maintaining open and effective communication.
32. Meet with school level technology leaders, District Directors, and technology committees for each school building to assist with development, implementation, and evaluation of the district technology and school technology plans, including long term planning.
33. Assist the Director of Instruction with the on-going development and implementation of computer/technology education programs for instructional and management functions.
34. Assist the Director of Instruction in providing in-service activities and training opportunities related to technology for teachers, administrators, and District staff.
35. Ensure information exchange, coordination of efforts, and articulation of services by working closely with District and school-level administrators.
36. Work closely with the District safety coordinator and School Resource Officers in educating students regarding "Cyber bullying".
37. Work with the District in creating and maintaining the District technology budget.
38. Prepare and disseminate information regarding technology for a variety of audiences.
39. Serve as a liaison and maintain contacts in the DOE in the areas assigned.
40. Coordinate and implement all activities related to the uses of instructional and management technologies.
41. Represent the district's technology education program with computer workshops and technology presentations to students, staff members, School Board members, parents, and community members.
42. Respond to inquiries and concerns in a timely manner.

Professional Growth & Improvement:

43. Attend training sessions, conferences and/or workshops to keep up-to-date and well informed about current trends, issues, and practices in educational/instructional technology.
44. Keep up-to-date regarding legislation and legal issues related to assigned areas.
45. Set high standards and expectations for self.
46. Demonstrate and share the use of technology on the job.

Systemic Functions:

47. Prepare, implement and coordinate projects, reports and grants as assigned.
48. Serve as a consultant in the technology area assisting with the identification of needs, possible solutions to issues, fiscal responsibility and management, and the selection of appropriate equipment, licenses, supplies, technology services and records management.
49. Maintain technological records necessary for monitoring and audit routines/requirements.
50. Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership & Strategic Orientation:

51. Facilitate problem solving.
52. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment
53. Establish high expectations of others and model the same expectations personally.
54. Demonstrate initiative in recognizing needs or potential for improvement taking the appropriate action considering the District's missions and goals.
55. Respond immediately to emergency situations alerting key stakeholders and clearing solutions with supervisors.

OTHER DUTIES AND RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Consistently maintain regular punctual attendance and timely completion of assigned duties; work assigned contract and extended days; use of personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporates, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

- 1. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed.
- 2. Maybe medium or heavy work depending on a particular assignment.
- 3. Sit, stand, and walk for required periods of time.
- 4. Reach/handle objects

ENVIRONMENTAL DEMANDS:

- 1. Possible exposure to a variety of childhood and adult illnesses.
- 2. Occasional exposure to a variety of weather conditions.
- 3. Exposure to heated/air conditioned and ventilated facilities.
- 4. Function in a workplace that is usually moderately quiet but can be noisy at times.

TERMS OF EMPLOYMENT:

- 1. Salary and benefits shall be consistent with the Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.
- 2. Length of the work year and hours of employment shall be those established by the Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel in compliance with the negotiated Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein. However, terms, wages, and conditions of employment shall be consistent with the approved Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

Employee’s Name (Print)

Employee’s Signature

Date

Supervisor’s Name (Print)

Supervisor’s Signature

Date

SCHOOL BOARD APPROVED: