

Red River Parish School Board

Job Description

TITLE: Technology Coordinator/ Vocational Education

Qualifications: Must hold a Master's Degree in Education Technology or related field with at least one (5) years of teaching experience. Effective, new hires, June 1, 2016

Must be proficient with current versions of operating systems, diagnosis and repair of network problems, computer software and hardware issues.

Ability to work with Microsoft Windows and able to train others in the areas of technology.

Superordinate: Superintendent and/or Designee

Performance Responsibilities

1. Supervises technology program.
2. Consults with administration and faculty.
3. Develops District Technology Plan.
4. Develops plan for technology infrastructure so that information and/or resources are continually available to the school and community.
5. Maintains, diagnose and repair of computer systems.
6. Conducts Staff Development in technology programs and activities.
7. Provide assistant to Technology Department including but not limited to record keeping sorting and searching various catalogs for software copying print material, etc.
8. Facilitates Technology Team meeting and training sessions.
9. Interprets School Board Policies in relation to the Technology Plan.
10. Oversees the preparation of grant funding for Vocational Education and Jumpstart Pathways.
11. Advises teachers and administrators in the selection and use of materials for Vocational Education and Jumpstart Pathways.
12. Coordinates Vocational Education and Jumpstart Pathways culminating credential testing and verification of certification for students and counselors.
13. Assesses sequence of occupational programs and make recommendations for change.
14. Performs all other duties as assigned by proper authority by the Superintendent.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment:

12 Months