

## Oneida Special School District

### Job Description

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<b>Position Title:</b>	<b>Technology Coordinator</b>
<b>Reports To:</b>	<b>Principal/Director of Schools</b>
<b>Job Goal:</b>	<b>To facilitate the use and implementation of technology in the daily operation of Oneida Schools.</b>
<b>Term of Employment:</b>	<b>12 Months</b>

**Responsibilities: (Include but are not limited to)**

- Know and follow all school board policies.
- All responsibilities of computer technician.
- Administration of the student information system.
- Transmission of student data to the State Department of Education.
- Develop and implementation of a system wide technology plan.
- Administration of the technology portion of the school budget.
- Development and implementation of teacher training regarding the use of technology for enhanced professional performance.
- Liaison for EIS.
- Direct supervision of the technician staff including the schedule of work.
- Oversee the web site utilization for the school system.
- Approval of the 200 day report.
- Complete/monitor the OCR report.
- Participate in professional growth opportunities such as conferences.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

**Qualifications:**

- Current Tennessee teaching license or MIS endorsement.
- Possess an in depth understanding of classroom pedagogy.
- Possess a proficiency in utilizing current technology to enhance teaching.
- Ability to interpret policies as related to job functions.
- Possess good oral and written communication skills.
- Good organizational skills.
- Proficient interpersonal skills.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.).