

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – SCHOOL COMPUTER COORDINATOR

**Qualifications:** Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel Issued to Educators.

Whereas this position is an extra-curricular assignment, individuals must be a regular employee and possess basic experience / knowledge of computer education, hardware, software, and usage. This person must be able to work collaboratively with school administration and faculty members.

**Immediate Supervisor:** Principal and/or Assistant Principal

**FLSA Status:** Exempt

**Term of Employment:** Determined by the Pleasants County Board of Education and Delineated on the district Supplemental Schedule

**Salary:** Determined by the Pleasants County Board of Education

### **Expectations / Duties and Responsibilities:**

- The coordinator is expected to performed duties outside the regular school day, when possible.
- The coordinator is expected troubleshoot technology issues that fall within their level of expertise and otherwise submit a technology work order.
- The coordinator will monitor computer laboratory equipment, provide basic maintenance functions and identify equipment needing repair.
- The coordinator will facilitate routine maintenance of equipment, including but not limited to, desktop computers, laptops, SmartBoards, etc.
- The coordinator will assist the Director of Technology, Technology Systems Specialist and the principal update the school's digital divide survey.
- The coordinator will facilitate or provide training for faculty members as requested.
- The coordinator will assist with software execution as directed.
- The coordinator will serve as a resource to faculty members.
- The coordinator will participate in professional learning opportunities to remain current on functions of this position.
- The coordinator will maintain open lines of communication with their faculty, administration, Technology System Specialist and the Director of Technology
- The coordinator will be accessible to teachers to the extent that the coordinator's primary teaching responsibilities are not affected.
- The coordinator will adhere to established laws, policies, rules and regulations.

### **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform

the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal**

**Amended:** October 25, 2016