

SCHOOL DISTRICT OF ALACHUA COUNTY
COORDINATOR -- INSTRUCTIONAL TECHNOLOGY SYSTEM
JOB DESCRIPTION

JOB CODE:	650080	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	11
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution with a major in information science;
- (2) Minimum of three (3) years experience in library/media administration; or
- (3) An equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Broad knowledge of information access theory and practice. Ability to research new information access technology for district and school sites. Ability to establish and maintain effective working relationships with school and district staff. Ability to provide technically support for an electronic media management system. Knowledge of and experience in the support of network operating systems, TCPIP, networking protocols/topology and server configuration. Ability to support PC and Mac computers in a variety of networked and stand-alone applications.

REPORTS TO:

Director -- Instructional Technology, Media and Materials

JOB GOAL

To coordinate the instructional/information technology support activities including the technical support of the district library/media management systems.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide liaison with vendors for all software technical, operational and upgrade functions on the district Library/Media Management System.
- * (2) Perform daily software maintenance on the Library/Media Management System.
- * (3) Provide liaison between LRC and Information Resources departments on the computer hardware for the system.
- * (4) Provide troubleshooting and training on instructional technologies including library/media and textbooks management system.
- * (5) Provide technical leadership in the operation and maintenance of the library/media system and other information access automation such as CD-ROM databases, online services and local area network services.
- * (6) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.

COORDINATOR – INSTRUCTIONAL TECHNOLOGY SYSTEM (Continued)

- * (7) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (8) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (9) Be knowledgeable of and adhere to Board Policies.
- * (10) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (11) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (12) Monitor district compliance with applicable codes, rules and statutes.
- * (13) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- * (14) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- * (15) Attend meetings and conferences to promote professional growth and benefit the District.
- * (16) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (17) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (18) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (19) Respond to inquiries and concerns in a timely manner.
- * (20) Model and maintain high ethical standards.
- * (21) Adhere to applicable safety standards.
- * (22) Follow attendance, punctuality and proper dress rules.
- * (23) Maintain confidentiality regarding school/workplace matters.
- * (24) Serve on district, state or community councils or committees as required or appropriate.
- (25) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 12

Adopted: 7/20/10