

**South Tippah School District
Technology Coordinator
Job Description**

Qualifications:

Bachelors Degree in Computer Science or Management Information Systems or equivalent training or experience

Reports To:

Superintendent

Job Goal:

Provide training, technical support, and professional development to teachers and administrators for technology software

Duties & Responsibilities:

1. Assist faculty in installation and use of software for installation
2. District E-Rate Coordinator
3. District Student Data Coordinator
4. Child Internet Protection Act Coordinator
5. Oversee local Technology Committee
6. Responsible for District Technology Plan
7. Responsible for teacher and student technology standards
8. EMAIL Administrator
9. Google Chrome Management administrator
10. Maintain District technology infrastructure (routers, switches, wireless devices, fiber, wiring, servers, email, web services, virus protection, spam, firewalls, web applications, and lab)
11. Manage internet circuits
12. Assist Administrators in Technology planning
13. Other duties as assigned by the Superintendent

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Superintendent in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____