



WEST BOLIVAR CONSOLIDATED SCHOOL DISTRICT

P.O. BOX 189
ROSEDALE, MISSISSIPPI 38769

Mr. John Taylor
Superintendent

Phone: 662-759-3525
Fax: 662-759-6316

VACANCY ANNOUNCEMENT

Title: Technology Director

Qualifications:

1. Mississippi Administrator Certification (Preferred).
2. Skilled and trained in computer hardware and software applications and possess the skills to train personnel in computer use.
3. Ability to coordinate activities related to scheduling of personnel for training, reviewing, purchasing and inventorying technology and curriculum materials.
4. Good writing and speaking skills; good physical condition with the ability to lift at least 10 pounds.
5. A desire to provide the best possible learning environment for the school.
6. Other alternatives to the above qualifications as the School Board may find appropriate and acceptable

Reports to:

Superintendent

Supervises:

Computer Technician

Job Goal:

To provide the best use of technology as a learning/teaching tool that will help assure a quality education for all students; acts as the district's primary authority on education technology issues; coordinates the implementation of the district's technology plan; works collaboratively with central office and school-based personnel to use and integrate educational technology in the instructional program.

Performance Responsibilities

1. Assists in maintaining the district's Webpages.
2. Experience in completing E-rate applications and securing E-rate funding
3. Coordinates with schools on technology needs and obtains funding.
4. Schedules the most appropriate times to train the classroom teachers in the most effective use of the computer and software.
5. Trains classroom teachers in the proper use of the computer as an instructional tool. Type and depth of training will depend on the individual teacher's level of competency.
6. Trains classroom teachers in the use of the Internet as an instructional tool.
7. Assists classroom teachers in the reviewing, purchasing, storing and inventorying of software.



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8. Assists in the writing of technology and other grants at the school level and as needed at the district level.
9. Assists as needed, in the computer labs at the schools.
10. Assists the principals in developing teaching strategies to implement new core subject and technology curricula.
11. Assists in preparing and conducting technology related demonstrations and/or workshops for staff development purposes.
12. Sets up new hardware in the buildings.
13. Performs basic network troubleshooting.
14. Performs basic maintenance, trouble shooting, and repair of computers and related hardware.
15. Takes advantage of training opportunities to increase knowledge and competencies in the field of technology.
16. Assists in the writing, submission and revision of the district's technology plan.
17. Tracks the use of the building's academic software and reports results to each building's principal.
18. Assists in the coordination of federal e-rate program for the district.
19. Assesses current use and availability of equipment at each of the schools and departments to determine if relocation of equipment will provide a more efficient use of technologies.
20. Disseminates technology-related information throughout the district via newsletter, e-mail, district presentations, etc.
21. Actively participates in local and regional educational conferences with emphasis on educational technology and instructional/curricular programs.
22. Performs other such duties and assumes such other responsibilities as the Superintendent may assign from time to time.

TERMS OF EMPLOYMENT:

240 days annually with salary in accordance with the Technology Director's Salary Schedule as approved by the Board of Trustees.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Application Process:

Applications may be found on the West Bolivar Consolidated School District website at www.wbcsdk12.org on the Employment page and will be accepted until July 31, 2019. Applicants are encouraged to apply online or submit a paper application to the address above.