

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Information and Communication Technology (ICT) Coordinator
Reports To:	Director of Technology/Director of Curriculum
Position Status :	12-month administrative contract (Section 3319.02 – ORC)
FLSA Status:	Classified
General Description:	Support the integration of technology into the District's instructional program and operations.
Qualifications:	<ol style="list-style-type: none"> 1. Microsoft Certified Professional (MCP) or Microsoft Certified Systems Engineer (MCSE). 2. Bachelor's degree or higher from an accredited college or university. 3. NT credential or significant experience with NT network, Windows 2000 or current platform. 4. Successful experience in planning, implementing, maintaining, and supporting information systems and local/wide-area networks in a wide range of computing environments. 5. Knowledge of Ohio School Law. 6. Proficient in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 7. Good health, high moral character, and good attendance record. 8. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access all areas of District facilities, including transportation, operations and maintenance, appropriate classroom, library/media, performance, and office areas. 2. Strong communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with teachers, administrators, and the community. 5. Able to manage the Library/Media center and collection; able to lift and move large objects such as boxes of paper, books, and related materials. 6. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 7. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Support all aspects of the District's technology system in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. * Assist with the selection, acquisition, installation, maintenance, and use of technology hardware and software for the District. 3. * Provide user training, assistance, and support for the full range of educational and District operational technology applications and data reporting responsibilities. 4. Demonstrate creative and innovative thinking and inventiveness using a variety of technology/media 	

tools and applications.

5. * Assist students and staff in the integration and use of digital and print media tools in the exploratory learning process.
6. Guide users in the verification of source validity and trustworthiness, and proper citation of resources.
7. Promote collaborative thinking and work among District staff using appropriate technology tools to improve academic achievement and District initiatives.
8. Maintain documentation related to the District's network and technology system.
9. Develop and maintain positive school-community relationships and timely communications.
10. Work in conjunction with Pupil Services to provide assistive technology services for instructional programs and support for special needs students in accordance with Individualized Education Plans (IEPs) and/or other District-authorized accommodation plan.
11. Develop and implement professional development programs and orientation/training for District staff.
12. Consult with District staff regarding technology applications, training, internet access and acceptable use, school programs, and related issues.
13. * Administer and maintain all necessary data collection, record keeping, and reporting as required by the Ohio Department of Education, the United States Department of Education, and the District.
14. Provide input to budget preparation and implementation.
15. Requisition all material, supplies, and equipment as needed to carry out program.
16. Assist with the planning and implementation of the District technology plan.
17. Implement state and federal technology initiatives, including e-rate programs and School Net, and serve as liaison with the Ohio Education Computer Network (OECN) and the District's Information Technology Center (ITC) initiatives.
18. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
19. Maintain a high level of knowledge and proficiency with District hardware, software, and networking infrastructure, as well as new/emerging technologies and applications.
20. Respond to specific requests from the Director/Superintendent on matters affecting the instructional program and operations of the District.

Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of technology, educational issues, and District-related matters.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.