

*Watervliet City School District
1245 Hillside Drive
Watervliet, New York
(518) 629-3201*

NOTICE OF POSITION OPENING

POSITION: Anticipated Opening – **Computer Coordinator (1WHS/1WES)**
LOCATION: Watervliet City School District
TERM: 2017 – 2018 School Year
SALARY: Per Contract

The focus of the “computer coordinator” position is to provide a point person at each building to ensure a strong communication structure between the district tech office and each school building. The position is also intended to be a point of contact for the Director of Curriculum.

RESPONSIBILITIES:

- Be an active member of the district technology committee including attending monthly meetings.
- Assist with the annual update of the District’s Technology Plan including the development of the annual technology goals.
- Assist with the development of the annual technology budget
- Report and review progress of goals, share ideas, and plan staff development efforts at monthly building faculty meetings.
- Conduct training for faculty and staff (Google/Power Point/Outlook/E-School, etc.) as needed; this could be before/during/afterschool.
- Promote the use and integration of technology in the curriculum.
- Assist with administering student computer accounts, including Google accounts for students and staff.
- Monitor and collect acceptable use and other technology forms from staff and students.
- Order and manage technology supplies for the building (This includes toner for printers, batteries for devices and other small technology equipment such as mice, cords, etc.).
 - a) Keep updated Inventory of supplies/equipment on hand including their locations.
 - b) Consult with Director of Curriculum for supply needs.
 - c) Submit supply requests to appropriate administrator for approval.
- Meet periodically as needed with the Director of Curriculum to report building activities and discuss building needs.
- Schedule computer lab time for classes – labs and mobile labs.
- Distribute computer equipment and accessories to teachers and set up for building events as notified (LCDs, Video Cameras, Elmos, Airliners, Laptops, etc.).
- Assisting the NERIC Tech help by troubleshooting small technology issues in classrooms.
- Collect, organize and manage ear buds.
- Coordinate the summer storage of all technology and the fall redistribution.
- Develop and coordinate a student run help desk for minor trouble shooting issues. (WHS)

Desired Skill Set:

- Willingness to take a leadership role in the building/district
- Able to develop and conduct professional development for staff
- Comfortable with Google Applications, preferred

INTERESTED CANDIDATES SHOULD APPLY TO:
*Ms. Kirsten DeMento, Director of Curriculum and Instruction
Watervliet City School District
1245 Hillside Drive
Watervliet, New York 12189*

Date Posted: April 27, 2017

Closing Date: May 12, 2017