



<b>Title:</b>	District Media & Technology Coordinator
<b>Reports to:</b>	Executive Director of Technology and Innovation
<b>Terms of employment:</b>	12 Months
<b>Salary:</b>	State Salary
<b>FLSA Exempt/Non-Exempt:</b>	Exempt

**Nature of Work**

The District Media & Technology Coordinator is responsible for working with system-level technology staff, technicians, network engineers, digital teaching and learning specialists, and media specialists. This individual coordinates the implementation of the school system's instructional and technical technology plan at the district level along with the Executive Director of Technology. The employee should promote and implement the use of instructional and administrative technology systems, and will develop, coordinate and implement technology professional development to meet requirements of ISTE standards as well as PreK-12 Teaching Standards. The employee will work collaboratively with central office and school-based personnel to use technology and include technology applications as an integral part of the total instructional program.

**Qualifications and Licensure**

- North Carolina Teaching License in 077 is required and 076 preferred
- Knowledgeable in Google Suite for Education
- High Level Experience in Destiny Resource Manager
- 5 successful years in Instructional Technology and served as a Media Specialist
- 5 Years of experience as a successful classroom teacher
- Intensive experience in Google Admin Console

**Duties and Responsibilities**

- Provides onsite assistance to staff in the selection of technology resources and solutions.
- Develops, coordinates, and implements technology professional development.
- Works with system-level personnel to assess and plan for new technologies.
- Facilitates planning and implementation of local and wide area networks.
- Investigates and disseminates information on best practices for technology integration.
- Communicates with technology vendors for quotes and resources.
- Supports school staff in the operation of instructional and administrative technology systems.
- Assists in the integration of technology into the instructional program.
- Develops and models instructional activities for staff within the district.
- Serves as a source of information on trends, research, applications, and effective practices related to technology use in the school program.
- Collaborates with IT Projects Manager on technology projects at the district and school level.
- Responsible for the management of district inventory devices and technology resources alongside the Fixed Asset Specialist

- Coordinates the planning & implementation and evaluation of technology support programs.
- Provides project management and leadership to staff and external resources assigned to support the established goals and objectives of the functional assignment area.
- Serves as a technical consultant to school personnel to assist in the identification of program needs and selection of appropriate software and equipment.
- Serves on district, state or community councils or committees as assigned or appropriate.
- Assists in implementing the district's goals and strategic commitment.
- Exercises proactive leadership in promoting the vision and mission of the district.
- Uses appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Serves as the liaison between the technology department and the media specialists in schools.
- Provides support and growth opportunities for the media and technology initiatives and programs in WCS.
- Performs other tasks consistent with the goals and objectives of this position.
- Performs other duties as assigned by the Executive Director of Technology and Innovation.

**Physical Requirements (if applicable)**

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

**Special Requirements (if applicable)**

- Considerable knowledge of library media terminology and appropriate uses of media and technology to enhance instruction and achievement.
- Ability to constantly monitor the safety and well-being of students.
- Ability to identify and evaluate new and emerging technologies.
- Ability to use common audiovisual materials, common office machines and common computer programs.
- Ability to work and problem solve independently.
- Ability to use library automation programs.
- Ability to maintain complete and accurate records and statistics.
- Ability to effectively express ideas orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

- Ability to listen and communicate effectively in order to gather, convey or exchange information including giving instructions, assignments or directions to subordinates or assistants

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees of this job.