

DISTRICT TECHNOLOGY TRAINER/ WEBMASTER

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| Reports to: | Coordinator of Technology |
| Classification: | Classified |
| FLSA Status: | Exempt |
| Terms of Employment: | 254 days which shall include 7 paid holidays according to Board Policy |
| Evaluation: | Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy |
| Compensation: | Reviewed and established annually by the Board of Education |

JOB SUMMARY:

Designs and maintains the District Website. This position is also responsible for monitoring, maintenance, and trouble-shooting of Local Area and Wide Area Networks. Provides support to District personnel regarding website and performs building technician duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
- Provides network support services; including hardware/software installation, troubleshooting, and problem resolution, as needed.
- Maintains regular attendance, and complies with State Law and District policies and regulations.
- Maintains confidentiality, unquestionable integrity.
- Ability to create, develop and manage web sites using appropriate web development platform.
- Demonstrated ability to organize and maintain an ever-growing body of web content.
- Familiarity with Internet security procedures and FTP technology.
- Assist individual building in the maintenance of web sites.
- Supervision of computer labs.
- Ability to teach the use of specialized software.
- Ability to assist students in use of technology.
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SUPERVISORY RESPONSIBILITIES:

Supervision of students in laboratories.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- AA Degree desirable, Bachelor's Degree, preferred.
- Certified Netware Administrator preferred
- One year of network administration experience preferred
- Working knowledge of HTML coding and application software required.
- One year of school district experience desirable.

COMMUNICATION SKILLS:

- Ability to write reports and correspondence consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to perform duties in full compliance with district requirements and School Board Policies.
- Ability to promote harmonious working relationships with staff and business representatives.
- Possesses excellent oral and written communication skills and interpersonal relationship skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, use fingers, tools, or controls and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move up to 50 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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