

DIRECTOR OF TECHNOLOGY/TECH COORDINATOR
JOB DESCRIPTION
(Updated 7/1/17)

Major Responsibilities and Duties:

1. Supervise the technology department, programs, and technician/school techs.
2. Coordinate technology projects, including network updates & repairs, & all Distance Learning activities.
3. Implement and maintain a 3-5 year local Bledsoe County Schools' technology plan. This plan is no longer part of the E-Rate requirements.
4. Oversee/manage all quotes, purchases, installations, repairs, & staff development within the technology department.
5. Organize and complete all Priority I & II E-rate applications, including gathering all necessary data annually, filing appropriate reports, and ensuring compliance.
6. File all necessary reimbursements for Bledsoe Telephone Cooperative, ENA Network Services, etc. per current E-Rate requirements via EPC
7. Predict, plan, and coordinate appropriate purchases and uses of technology in all school settings.
8. Supervise and maintain the technology, FRC, & any additional grant budgets.
9. In accordance with board policy, develop bids, negotiate and supervise contracts and agreements with public and private institutions for services concerning educational technology.
10. Maintain all program inventories (any items exceeding \$100), GASB-34 Fixed Assets' records, and all inventories related to GP, FRC, LEAPS, FS, Title I, II, SPED, PK, etc.
11. Solicit grant money for work dedicated to educational technology and develop plans and budgets for the use of such grant money.
12. Create, update, and maintain the Acceptable Use (AUP) & Equipment Policies of all users of the BCS network.
13. Maintain records of any/all students who cannot be filmed or photographed, per parent request.
14. Oversee the email system, making additions, changes, and improvements, as needed.
15. Oversee all network subscriptions: Alexandria, BrainPop, School Messenger & School Messenger Presence, SchoolStation, SMART, Microsoft Office, Adobe Professional, etc.
16. Supervise the Family Resource Center and staff, including scheduling, purchasing, and budgeting.
17. Supervise the SIS Skyward system, serving as Bledsoe County's contact concerning any changes needed.
18. Complete budgets and reimbursements for FRC & any active grants.
19. Maintain the Bledsoe County Schools' District website and oversee all school links and school webmasters.
20. Attend various school events/programs for photography/videography purposes.
21. Review school & teacher sites periodically to offer assistance, review content, etc.
22. Maintain School Messenger, keeping records updated, sending all calls, and training users of the system.
23. Ensure compliance of all state & federal networking guidelines and filtering processes, including Cyberbullying awareness, student programs, class activities.
24. Oversee the website's compliance for ADA, as required by new laws effective 1/18/18.
25. Monitor all BCS Social media sites, including, but not limited to, Facebook, Twitter, Instagram, Pinterest, etc.
26. Ensure all social media activity is archived in compliance with all Tennessee Public Records'

Laws.

27. Attend all board meetings to answer program questions/concerns, provide agenda projections, and record via Zoom or Facebook Live, as needed.
28. Perform other duties as assigned.

LEAPS/21st CENTURY SUPPLEMENTAL RESPONSIBILITIES

I also serve as the main LEAPS/21st CENTURY Afterschool Contact for Bledsoe County. These responsibilities include: maintaining all emails from the State Dept. (Don Sims & Janell Wood), E-LAP system, the Division of Early Learning & Literacy (Becky Hollingsworth), and our District Mentor (Karen Benningfield), overseeing all Afterschool staff, organizing all program operations, quotes, purchases, compliance requirements, and completing all mandatory reporting processes. Local requirements are shared with Dr. Kristy Shockley.

TITLE IX CO-COORDINATOR (w/Mr. Carl Boynton)

Attend annual training to stay up-to-date with all Title IX Laws & Regulations.

ANTI-BULLYING COORDINATOR

Attend annual training to stay up-to-date on all Bullying rules, regulations, methods, etc. This is an ever-changing environment with the influx of various forms of technology, so annual training is mandatory.

Maintain the Anti-Bullying Hotline and report any findings within 24 hours of first report.

Keep all principals, district staff, teachers, etc. aware of any changes, new apps being used, new methods of bullying/cyberbullying, etc. to better protect the students.