



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

POSITION DESCRIPTION

POSITION: School-Based Technology Coordinator (SBTC)

JOB SUMMARY:

The School Based Technology Coordinator will work closely with the Calvert County Public Schools (CCPS) Information Technology (DIT) staff to resolve problems, coordinate projects, and plan future technology initiatives. This person will accept the responsibilities and restrictions as outlined below. This position will be jointly evaluated by the Principal and the Supervisor of Information Technology.

REPORTS TO: School Principal

QUALIFICATIONS AND EXPERIENCE:

1. Excellent oral and written communication skills
2. Demonstrated management, leadership and human relations skills
3. Ability to exercise good judgment in making decisions
4. Proven ability to carry an assignment to its completion
5. Demonstrated success in accomplishing tasks akin to the duties and responsibilities listed below
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

DUTIES AND RESPONSIBILITIES:

1. Attend district meetings as required.
2. Serve as the school-based point of contact with the CCPS IT staff.
3. Perform daily review all computer equipment work orders prior to submission to the Help Desk.
4. Submit all pertinent information on the CCPS Help Desk application daily. Pertinent information includes a complete description of the problem, school name, teacher name, and room number.
5. Assist users in resolving hardware and software application problems. Any software must be endorsed by Calvert County Public Schools.
6. Assist users in resolving printing problems.
7. Assist school's administration in maintaining an inventory of consumable technology supplies.
8. Refer questions related to the Gradebook program to the school's Gradebook Coordinator.
9. Develop and maintain school website. School website must be static with current information through non-update periods such as summer break.
10. Restrictions: Under no circumstance will the SBTC violate any of the following restrictions without the approval of the CCPS Network Manager.
 - a. No changes are to be made to file server hardware, software, or system configurations.
 - b. No repairs to any computer hardware attached to the Local Area Network (LAN) or the Wide Area Network (WAN).
 - c. No installations or changes are to be made to the network configurations or network software. This restriction includes Internet Explorer, Microsoft Outlook/Exchange, and Sungard/Pentamation software.
 - d. No installations or changes to be made to the desktop operating system.
 - e. No installations or changes to be made to the network wiring or associated hardware.
 - f. No software is to be installed.
 - g. No new equipment is to be setup.
 - h. No changes are to be made to the Gradebook equipment or setup.

OTHER DUTIES:

Performs related work as required or assigned by the Principal and/or Department of Information Technology.

PHYSICAL DEMANDS:

Position requires significant periods of standing and walking, and is performed in a typical school environment

UNUSUAL DEMANDS: None

TERMS OF EMPLOYMENT:

Salary commensurate with qualifications and experience applied to the current year Extra Pay for Extra Duty Longevity Pay Schedule.

FLSA STATUS: Exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

APPLICATION PROCEDURE:

Letter of application should be sent to:
Supervisor of Athletics
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

References must be directly related to work experience and must include current immediate supervisor. **Current Calvert County Public Schools employees need only submit a letter of interest.**

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

The Calvert County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information in matters affecting employment or the provision of services, programs or activities in compliance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act. Persons needing auxiliary aids and services for communication should telephone or write to Calvert County Public Schools at least one (1) week in advance of the date the special accommodation is needed.