



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

Technology Contact

Supervisor: Principal/Technology Director

Qualifications:

- WV Professional Teaching Certificate
- Current School/County employees preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Purpose:

To serve as the technology liaison among the school staff, county coordinators, and the director.

Duties/Responsibilities:

- Work with school-level strategic planning committee to revise the school technology plan.
- Accurately complete and update the school digital divide survey (ongoing)
- Attend Grant County Technology Committee Meetings
- Provide training for Acceptable Use of the Internet and e-mail for all school staff and students as needed
- Basic maintenance, troubleshooting, and referral to county level technology contact if unable to resolve issue
- Submit technology work orders.
- Keep up-to-date inventory of technology devices for the Digital Divide Survey
- Maintain logins and passwords for the district networks, email and other services.
- Implement and maintain use of Edline (if applicable)
- Monitor school website to assure compliance with Acceptable Use Policy and monthly updates
- Assure that all students and staff using the Internet have Acceptable Use Policy Forms on file
- Serve as the Access K12 e-mail contact for staff and students
- Share technology updates with school staff
- Provide pertinent training for staff
- Other duties as assigned by the Principal/Technology Director