

WARREN COUNTY SCHOOL DISTRICT

NEW POSITION REQUEST FORM

ITEM #1: PERSONNEL REQUESTION INFORMATION

DATE: May 24, 2021

Budget Year: 2021/2022

Budget Code: 0128180000035000/140

Contingency Budget: Click or tap here to enter text.

Position Title: Coordinator of Technology

Hours per day: 8

Assigned School for the Budget Year: Technology

Start Date: July 1, 2021

Salary (check one):

☐

☐ Commensurate with qualifications and experience

☒ Per negotiated contract or employment agreement

Type of Employment (check all that apply):

☐ Permanent

☐ Temporary

☐ Individual Contract

☐ Act 93 – Certificated

☒ Act 93 – Non-Certificated

☐ Administrative Support

☐ WCEA

☐ WCESPA

Reason for Request (please be specific):

We are no longer going to outsource technology work and will need this position in the District. This position works in close collaboration with the Director of Administrative Support Services and the Director of Curriculum, Instruction, and Assessment. This position will oversee the Technology/Network and Systems Administrator, Data Systems Specialist, Technology Technicians, the District Technology Committee as well as all district staff as a resource person in managing technology and technical support, providing technology acquisition assistance, installation and user information, and ongoing user assistance in the school district. This position is necessary for continued technology department operation.

ITEM #2: REQUEST FOR ADVERTISING (check all that apply)

☐ Warren Times Observer

☐ Jamestown Post Journal

☐ Erie Times

☐ Pittsburgh Post Gazette

☐ College Central

☐ Other (please provide title, address, phone and FAX numbers): Click or tap here to enter text.

ITEM #3: QUALIFICATIONS (Specify required or preferred education, skills, experience and/or other criteria as appropriate)

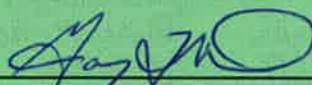

Minimum of a Bachelor's Degree in education required. A Master's Degree or Master's Equivalency preferred. Additional qualifications include a minimum of 5+ years in education with experience in leading professional development. In-depth knowledge of how technology enables the individual to link the benefits of using various tools within the classroom to support 21st century learning for our students. Is current on best technology practices within education and collaboratively imparts this knowledge to others by contributing to the long-term technology plan for the School. Strong and confident, with a direct approach and persuasive communication skills, both orally and written. Strategic, creative thinker and effective initiator who can provide valuable input to the school's technological direction, and who has the adaptability and ability to tackle issues and seek solutions from a variety of perspectives. Ability to support the Educational Technology Cohort group and help foster both the commitment and the ability for technology within the classroom. Very strong interpersonal skills and a proven track record building relationships and establishing credibility with multiple stakeholder groups.

ITEM #4: INTERVIEW/SEARCH COMMITTEE MEMBERSHIP (Designate Chairperson)

Gary Weber

ITEM #5: CRITERIA TO BE USED IN RATING/EVALUATING CANDIDATES

Knowledge, Experience, Education, Technical Ability

REQUESTED BY:		APPROVED BY:	
<hr/>			<u>5/21/21</u>
Administrator Signature	Date	Director Signature	Date
			
		Superintendent Signature	Date