

PICKERINGTON LOCAL SCHOOL DISTRICT  
**JOB DESCRIPTION**

TITLE:	<b>BUILDING TECHNOLOGY ADVISOR</b>	REPORTS TO:	<del>Building Principal</del> Instructional Technology Coordinator
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TRAINING

QUALIFICATIONS

- College graduate with not less than a Bachelor's Degree
- Certified by the Ohio Department of Education
- Successful teaching experience
- Proficient in the use of instructional software and the internet
- Proficient in the operation of computers
- Successful experience integrating technology and curriculum/instruction
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REQUIRED SKILLS AND ABILITIES

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- ~~Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them~~
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for one's own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

To support the use of technology for instructional and communication purposes

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday

The Pickerington Local School District is an Equal Opportunity Employer. Pickerington Local School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

POSITION NO. 5.03 DRAFT

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. ~~Work with building principals and/or building secretaries to update and maintain all building web pages at assigned building~~
2. Understand, uphold and enforce all web policies
3. Attend technology in-service sessions as needed to remain current on latest instructional software and hardware
4. Conduct technology in-service sessions for staff in assigned building, **in partnership with the Instructional Technology Coordinators.**
5. Assist with the inventory of technology items at assigned building
6. Clean all keyboards and ~~computers-devices~~ in the school building at least annually
7. Communicate procedures for using ~~computer labs and mobile labs~~ devices to building staff
8. Check computer labs and mobile labs regularly to ensure labs are properly maintained
9. Assist building staff with basic setup and operation of instructional technology
10. Perform basic troubleshooting of instructional technology
11. Communicate technology-related issues and concerns to technology department
12. Work collaboratively with the Department of Teaching and Learning **and Department of Instructional Technology** on building-specific tasks
13. ~~Installs applications (free and paid) onto iPads as required by the Building Principal, Teaching and Learning and the Director of Instructional Technology.~~
13. Troubleshoot basic Google issues, including but not limited to passwords, login issues, removing unwanted extension, and basic functionality of Chromebooks.
14. Assist the Building Test Coordinator in device setup for all computer-based assessments (i.e. STAR, AIR, ACT, etc)
15. Perform any research based on requested apps as requested by the Instructional Technology Department.
16. Assist the Media Center Specialist/Aide in ensuring the computers/devices the media center are in good working order.
17. Facilitate at least one professional development session during the annual PLSD Innovation Conference.
18. Assist with the distribution of Chromebooks in grades 5-12.
19. Attend quarterly meetings with the Director of Instructional Technology and technology staff members.
20. Perform other duties as assigned

TERMS OF EMPLOYMENT	Current school year
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