

## POSITION DESCRIPTION

Job Title:	Technology Resource Coordinator	Date:	May 2018	
Department:	Information Technology	Last update:	May 2018	
Reports To:	Director of Educational Technology			
Status:	X Exempt	Non-Exempt	Classification:	10 Months
	X FT	PT		

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### POSITION SUMMARY

The Technology Resource Coordinator is responsible for monitoring the Technology Center, and teach technology classes to include: Yearbook, Intro to Programming and Multimedia Production.

#### MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic College preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment and communication.

#### PRINCIPAL RESPONSIBILITIES:

##### General/Technology Center

- Manage the operation of the Technology Lounge keeping it open during the day as well as after school
- Facilitate the usage of the computer lab
- Order computer supplies for the computer lab
- Offer hands on assistance during orientation and throughout the year on Technology usage
- Model effective teaching practices with technology
- Work with the Director of Educational Technology to plan and implement long-term vision for technology in the school
- Assist students and teachers with iPad usage
- Manage and set up the AV Technology for school program assemblies

##### Teaching Responsibilities

- Teach Technology Concepts and Applications
- Introduction to Computer Programming
- Yearbook
- Multimedia Journalism
- Other courses as needed

## Website Management Responsibilities

- Update content
- Support parent and community use
- Support users who update content
- Create and manage on-line form tool on Finalsite platform

## General

- Perform other Duties as assigned by the President and or Principal
- Support the school and its leadership

## JOB REQUIREMENTS:

### EDUCATION:

Bachelor's degree in Information Technology or related computer field

### EXPERIENCE:

Must have 1-3 years' experience in secondary education

Must have knowledge of iPad usage and computer hardware, software and peripherals

Must have knowledge of common networking and server issues

Must have knowledge about computers, related technology, and website management

### SKILLS:

Must exhibit proficiency in Microsoft Office Suite as well as other programs

Must be reliable, conscientious and detail-oriented

Must be able to establish and maintain cooperative and effective working relationships with students, faculty and staff

Must be able to provide effective instructions when providing technical assistance

Must be able to teach technology classes to secondary school students

### TYPICAL PHYSICAL DEMANDS:

Must be able to do moderate amounts of sitting, standing and walking

### TYPICAL MENTAL DEMANDS:

Must be able to creatively troubleshoot problems using a "Help Desk" mindset

### WORKING CONDITIONS:

Works in typical school computer center setting