

Cochrane-Fountain School District – Job Description

Title: Communication/Technology Specialist

Summary:

The communication/technology specialist is responsible for print and digital communications for the district as well as coordinating technology needs between the district and our contracted IT support vendor.

Essential Duties and Responsibilities:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Communications

- Maintain and update district website, events calendar, and Facebook page.
- Maintain and update road sign and interior digital signage.
- Produce promotional materials and brochures.
- Solicit, write, and submit articles for the local newspaper.
- Produce school newsletters.
- Take photos of school events for media and communication purposes.

Technology

- Coordinate technology needs between the district and our contracted IT support vendor and other technology companies.
- Update and manage technology inventories for the district.
- Serve as technology contact person for DPI.
- Serve as District Technology Coordinator for assessments
- Work with school registrar to upload student data into ancillary district software.
- Provide basic desktop tech support for staff and students.
- Develop and provide training for staff on current and evolving technology apps, software, and products.
- Manage & troubleshoot phone system.
- Coordinate and support livestreaming of school athletics and events

School Support

- Provide administrative assistance to the Athletic Director.
- Provide technology support for events in the auditorium, including evening events.
- Manage, route, and support facility use reservations/ forms.
- Provide support in setting up AV/digital equipment.

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all local, state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

Typical Physical Requirements

- Exertion of 30-60 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment:

Required

- High School Diploma or GED
- Technology skills needed to effectively perform job
- Understanding of how the internet, intranet, LANs, Bluetooth, and Wi-Fi function
- Organized with attention to detail
- Effective oral and written communications
- Positive interpersonal skills
- Ability to successfully work independently or in a group
- Ability to work well under pressure/deadlines, prioritize, and multitask

Preferred

- Associates degree in Digital Marketing or Technology Specialist
- Working knowledge of Google Administration
- Working knowledge of Infinite Campus
- Working knowledge of Adobe Suite
- Experience with social media platforms

Terms of Employment:

Employment is 220-days within the July 1 – June 30 school fiscal year. Salary, benefits, and other compensation options to be recommended by the Superintendent and approved by the School Board.

Evaluation:

Annual evaluation to be completed by the Superintendent.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021