

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

COORDINATOR OF SKYWARD SYSTEMS

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in education from an accredited college or university, Master's degree in technology with an emphasis in software or programming or related field from an accredited college or university preferred.
- (2) Experience in training in the use of technology.
- (3) Experience with Information Management Software, experience with Skyward preferred.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to learn and use multiple software programs. Ability to create and teach different professional development opportunities that focus on use of the Skyward system to create reports, data mine and implement new processes. Ability to work with a variety of individuals with differing network knowledge such as teachers, principals, technicians, engineers, vendors, and contractors. Ability to work on several projects simultaneously. Ability to apply for Grants and other funding opportunities in support of technology. Ability to manage projects. Familiarity with Occupational Safety and Health Administration (OSHA) standards. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Director of Informational Technology

JOB GOAL

To provide coordination, direction, and expertise for implementing appropriate process to maximize the use of technology practices in multiple departments and school sites that will improve the performance and success of all staff and students

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Coordinate ongoing development and implementation of the Okeechobee County School District Technology Plan.

COORDINATOR OF SKYWARD SYSTEMS (Continued)

- * (2) Provide consultation to the various departments and schools on the evaluation and selection of technology equipment and related material (software, hardware, subscriptions, etc).
- * (3) Prepare technology related grant and other funding applications at the district level and assist school staff in their responses to requests for proposals.
- * (4) Assist in developing bid specifications for technology, software, equipment and related materials.
- * (5) Work with the Operations Department and the architect they designate in designing school facilities for effective use of current and future technologies.
- * (6) Build a community support for Skyward throughout the district offices by assisting staff in marketing successful applications.
- * (7) Maintain current knowledge of Skyward and technological practices that relate to the use of technology.
- * (8) Serves as liaison between the district, local, state, and federal agencies.
- * (9) Participate in technology/Skyward conferences and professional growth activities to keep abreast of current and future trends in Information Management Systems.
- * (10) Coordinate and collect data on staff progress toward district, state, and federal technology competencies.
- * (11) Train staff in the use of Skyward
- * (12) Manage and coordinate technology budgets as assigned.

Employee Qualities/Responsibilities

- * (13) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (14) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (15) Ensure adherence to good safety standards.
- * (16) Maintain confidentiality regarding school/workplace matters.
- * (17) Model and maintain high ethical standards.
- * (18) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (20) Assign duties as needed to the technical support staff for day to day operations.
- * (21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.

Inter/Intra-Agency Communication and Delivery

- * (22) Exercise service orientation when working with others.
- * (23) Keep supervisor informed of potential problems or unusual events.
- * (24) Use effective, positive interpersonal communication skills.
- * (25) Respond to inquiries and concerns in a timely manner.
- * (26) Serve on school/district committees as required or appropriate.

System Support

- * (27) Exhibit interpersonal skills to work as an effective team member.
- * (28) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (29) Demonstrate support for the school district and its goals and priorities.

COORDINATOR OF SKYWARD SYSTEMS (Continued)

- *(30) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(31) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(32) Prepare, disseminate, and train in the creation of Crystal Reports, Custom Forms, and other Skyward based reporting programs/processes.
- *(33) Participate in cross-training activities as required.
- (34) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: May 9, 2017