

**CELINA CITY SCHOOL DISTRICT BOARD OF EDUCATION
JOB DESCRIPTION**

LOCATOR INDEX 401

<u>Title:</u>	Celina Schools App Coordinator
<u>Department:</u>	Celina City Schools
<u>Building/Facility:</u>	High School
<u>Reports to:</u>	Building Principals/Superintendent/Asst. Superintendent
<u>Employment status:</u>	Regular/Part-time
<u>FLSA Status:</u>	Exempt
<u>Description</u>	Maintain, update and develop a district-wide app that allows for easy access to school related information and content.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Develop and maintain an inventory of district owned hardware, software and related equipment and materials
- Assist in reviewing and evaluating new commercial software
- Represent the district in working with outside experts, service providers and other professionals
- Assist in the design and delivery of professional development activities related to the integration of Channel 6 across the curriculum to improve teaching and learning
- Assist in the development and administration of the Channel 6 budget
- Assist in the development and implementation of Channel 6 (App) education program for the district
- Recommend the purchase of Channel 6 hardware and software
- Share and use information with board, administration staff and community
- Participate in the development of policies and procedures relating to Channel 6
- Make contacts with the public with tact and diplomacy
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Secure, evaluate, and recommend appropriate program materials for broadcast within the district
- Recommend topics, formats, and production schemes for locally produced instructional video materials
- Preview, evaluate, and recommend public broadcasts for inclusion in the district's video schedule
- Supervise and coordinate the production of all instructional video programs originating in the district
- Work cooperatively with the audiovisual services director towards the full use and coordination of instructional media
- Prepare and conduct in-service workshops in the use of devices as an instructional aid
- Deliver and pick up equipment
- Coordinate activities and raise money to purchase needed equipment

Other Duties and Responsibilities:

- Lead, in cooperation with the director of curriculum and instruction and the director of pupil personnel services, the development, implementation and on-going revision of the district's technology plan.
- Collaborate with curriculum committee to develop or procure equipment and software.
- Coordinate the development and implementation of plans for the acquisition and maintenance of infrastructure, computer-related hardware and software

- Seek and monitor the implementation of grants, gifts and similar programs that support the use of Channel 6
- Assist administration team in recruitment, assignment, and evaluation of personnel having responsibilities in Channel 6
- Maintain respect at all times for confidential information
- Provide teachers with appropriate guides, via e-mail, pertaining to programs broadcast within the district
- Serve as a role model for students
- Perform other duties as assigned by the high school/middle school principals and/or district superintendent.

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- One to two years related experience
- Appropriate State of Ohio certification/license
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening
- Organizational and problem solving skills
- Extensive knowledge of instructional broadcast networks
- Budgeting skills
- Extensive, up-to-date knowledge of instructional television and equipment
- Computer skills
- Skill with video mixers, editing equipment, audio mixers, titling systems, and multiple band radios

Equipment Operated:

- Cellular devices
- Computer
- Telephone
- Copier
- Modems
- Hubs
- Motor vehicle
- T.V.
- Video and sound board mixers
- Editing equipment

Additional Working Conditions:

- Frequent operation of a vehicle in inclement weather conditions
- Occasional interaction among unruly children
- Frequent requirement to travel
- Frequent evening/weekend/summer work
- Frequent requirement to stand and walk
- Frequent requirement to lift and carry
- Occasional requirement to balance, stoop, kneel, crouch, and read
- Frequent requirement to climb, hear, distinguish colors and drive students to specific locations.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: December 14, 2015