

GERVAIS SCHOOL DISTRICT #1 – FLITe Director Temporary Position

QUALIFICATIONS:

- Current Gervais School District employee;
- Experience with computer hardware, software, and multimedia equipment;
- Ability to follow detailed instructions;
- Demonstrated leadership ability; and
- Willingness to take training and direction from the Director of Technology.

REPORTS TO:

- Director Technology

JOB GOAL:

- To implement the activities as outlined in the Ed Tech / FLITe grant.

PERFORMANCE RESPONSIBILITIES

- Assist the Director of Technology/Grant Project Directors with new hardware installation and staff training;
- Complete all training as determined in the Ed Tech/FLITe grant;
- Create evaluation tools to be used in compiling grant reports;
- Administer evaluation tools;
- Organize and direct monthly grant meetings;
- Attend grant Ed Tech Cadre meetings as needed;
- Monitor progress of FLITe teachers and students;
- Develop and implement five community computer classes during the year;
- Ability to maintain confidentiality of staff and student information; and
- Must be familiar with and enforce district policy regarding technology and software.

PHYSICAL REQUIREMENTS:

- Ability to lift and carry fifty pounds.

TERMS OF EMPLOYMENT:

- 260 days.
- Temporary stipend position - \$1500.

I have received a copy of this job description:

Teacher Signature

Date