



IT Educational Technology Coordinator

Position Summary:

The **Educational Technology Coordinator (ETC)** facilitates the effective implementation and use of educational technology and instructional software school-wide. ETC also implements and coordinates teacher and student training, resolves issues related to educational technology and instructional software, and participates in planning short-term and long-term uses of technology in the K-12 classroom. In addition, the ETC will be the systems administrator that configures and manages FACTS, which is PCA's school management software. The ETC will work alongside the IT Department to ensure all hardware, software, servers, etc., are maintained for the school.

Reports To:

Principals and Collaborates daily with IT Director

Personal Qualifications:

The qualified individual is expected to demonstrate patience, humility, integrity, and kindness while performing his or her daily duties.

In faithful living, you are expected to:

1. Be committed to a consistent, daily walk with Jesus Christ.
2. Believe that the Bible is God's word, standard for faith and daily living
3. Model biblical principles in attitude, speech, and actions toward others. (Luke 6:40)
4. Demonstrate by example, the importance of Scripture study, prayer, witnessing, and unity in the Body of Christ.
5. Agree with the school's Statement of Faith and Christian philosophy of education.
6. Be Actively involved and faithful to a local church which has a Statement of Faith in agreement with the school's Statement of Faith.
7. Have the spiritual maturity and personal leadership qualities to nurture children.

Duties and Responsibilities:

- Works with Executive Leadership Team to establish and maintain a vision for K-12 educational technology.
- Develops and implements policies, procedures and training with regard to educational technology for staff, faculty and students.
- Provides professional development opportunities to staff in the area of FACTS, BenQ's, and educational technology
- Provides support for the IT Department in regard to educational technology and instructional software.
- Works with the IT Department to streamline, implement and troubleshoot any technology (hardware, software, and/or servers, etc.) needs for staff and students.



- System Administrator that configures and manages FACTS to include but not limited to report cards, rosters, etc.
- Complete student requirements for district in accordance with Michigan pupil accounting laws, i.e. Count Day
- Function as a resource to teachers when issues arise with student progress, the OVA platform working, sign-in for PASS and IXL
- Manage and troubleshoot the technology utilized in the Oxford Virtual courses
- Supports testing such as MAP, PSAT, SAT, PASS, IXL, AP, etc.
- Communicate with Oxford's technology team to ensure computer hard drives are properly installed, updated, and functioning
- Perform all other duties as assigned by Supervisors

Qualifications:

- Bachelor's Degree required.
- Excellent IT and computer skills required
- Previous IT experience required
- Strong interpersonal and communication skills to develop relationships and collaborate with administrators, staff, parents, and students.
- Must be flexible, organized and a self-starter, with the ability to multitask and focus on key details.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to:

- Stand, walk, kneel, and sit for extended periods
- Reach with hands and arms
- Occasionally lift and/or move up to 40 pounds

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through a criminal record check with local, state, and federal law enforcement agencies.