

Job Title: IT Compliance and Content Coordinator **Wage/Hour Status:** Exempt
Reports to: Assistant Superintendent Information Security and Technology **Pay Grade:** 104
Dept./School: IT **Date Revised:** September 20, 2024

Primary Purpose

Develop and document content for various District Technology projects and processes. Assist in the planning and implementation of Information Technology strategic and professional development plans.

Qualifications

Education/Certification

Bachelor’s Degree in Education
Valid Texas Teacher Certification

Special Knowledge/Skills

- Knowledge of design, development, and implementation of staff development programs
- Knowledge of and ability to work with adult learners
- Knowledge of training strategies
- Knowledge of technical writing skills
- Strong organizational, communication, presentation, and interpersonal skills
- Ability to oversee long-term projects from conception to completion
- Knowledge of multimedia content creation

Experience

Three (3) years’ experience classroom teaching
Three (3) years’ experience providing IT related professional development

Major Responsibilities and Duties

1. Assist with the implementation of district wide technology initiatives.
2. Create and implement content to address identified instructional and operational needs for the district stakeholders.
3. Support the development of the establishment of teacher expectations for technology integration.
4. Develop and implement appropriate districtwide training programs and materials for technology integration.
5. Assist in the development and implementation of technology plans, equipment and software.
6. Assist in the development, budgeting and monitoring of technology projects.
7. Assist with the accurate accounting, organization, and distribution of technology equipment and materials for classroom use.
8. Assist in the communication to students, parents, and staff on lost and/or damaged district assigned technology/devices, and instructional materials.
9. Assist in the communication and documentation on identified stolen district assigned technology/devices to the appropriate law enforcement agency and district administration.
10. Attend professional growth activities to keep abreast of IT compliance, innovations in technology integration and staff development.
11. Create appropriate documentation to support IT projects and initiatives.
12. Establish and maintain a system to track and evaluate the district software application inventory.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, repetitive hand motions and prolonged use of the computer.
Occasional prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, a. 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al 230-2856.