

WESTERLY PUBLIC SCHOOLS

Position Title: WTA - Technical Support Liaison

Stipend Position

Position Definition:

General Statement of Responsibilities: This innovative, interview based, promotional position, the Technical Support Liaison shall, be responsible to the Educational Technology Systems Coordinator for distribution, maintenance, evaluation, and professional use of educational technology systems at Westerly Public Schools. The position, in concert with the Technical Support Team, is designed to support the school mission “to create a culture of personalized learning with high expectations that enables all students to become lifelong learners.”

Supervision Received: This position is led by the Educational Technology Systems Coordinator

Supervision Exercised: NA

Illustrative examples of work performed:

- Serves as first point of contact for school site issues requiring technological support in schools throughout the district.
- Assists the Technology Department with the implementation of new systems, including, but not limited to Student Information Systems, Learning Management Systems, and Instructional Management Systems, website development.
- Attends the District Technology Team monthly meetings.
- Receives ongoing professional development in the use of educational technology and conducts this training for building staff members.
- Utilizes digital and social media to research and promote the use of educational technology, especially school website
- Downloads and installs software.
- Assists the Technology Department with Apple, Android, Linux, and Windows devices and other educational applications or devices as needed.
- Assists in ensuring the accuracy of the school’s technology inventory
- Other duties as assigned

Knowledge, skills and capabilities:

- Demonstrated ability to implement building or district wide initiatives including:
 - Assisting technology and or software in a K12 environment.
 - Providing Professional Development to groups of educational professionals.
 - Distributing informational education resources through social media outlets, especially WPS website
- Experience preferred with downloading software.
- Strong knowledge of computer applications and hardware.

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- Strong knowledge of WPS Technology Ticket system and Microsoft applications (Outlook, Word, Excel, PowerPoint, etc.)

Education: A Bachelor's Degree from a recognized and accredited college or university and a Rhode Island Teacher's or Administrator's Certificate in a discipline acceptable to the Superintendent of Schools are required.

Experience: Minimum of five (5) years successful experience in teaching or administration.

Stipend: As set forth in the WTA contract for certified personnel.

Employee Signature

DATE