Columbia School District

613 Wildcat Way
Columbia, MS 39429

The Columbia School District is seeking highly qualified applicants for the position of:

Technology/Student Data Coordinator

Qualifications:
1. Minimum of Bachelor's Degree
2. Classroom and/or administrative experience in education preferred
3. Experience in computer operating systems, networking, and technology planning

Reports To: Superintendent

Supervises: District Network Specialist
District Technician
Professional Development Specialist
Secretary/Bookkeeper/Information Technology Assistant

Job Goal: To coordinate and plan instructional and administrative technology programs and supervises the maintenance of all technology equipment. To coordinate the gathering, use and reporting of student related data for the schools and the district

Performance Responsibilities: Responsibilities of performance are outlined in the job description for this position.

Terms of Employment:
1. 12-month employment
2. Salary and work year to be established by the Board
3. Willingness to reside in Columbia (Preferred)

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of salaried/exempt personnel.

Application Process:

Complete an application, which must include an attached résumé, on the Columbia School District website:

www.columbiaschools.org