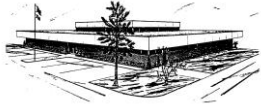


ACADIA PARISH SCHOOL BOARD

Incorporated July 11, 1887



Carol Dailey-Tall
Superintendent

2402 North Parkerson Avenue
Post Office Drawer 309
Crowley, LA 70527-0309
337-783-3664 Phone
337-783-9088 Fax

Delo Hebert
President

James Etta David
Vice-President

October 14, 2024

TO: All Principals, Assistant Principals, Instructional Assistants, and School Secretaries

FROM: Christy Higginbotham
Director of Personnel/Operations

Please post the job posting near the sign-in sheet so that anyone who is interested may apply:

POSITION AVAILABLE

Supervisor of Media and Technology

Central Office

12 Month

Index 1.57

QUALIFICATIONS: Parish or City Supervisor of Instruction, or Educational Leader
Masters degree preferred

SALARY: Based on Acadia Parish School Board salary schedule

If you are certified and interested, send a letter of application, resume, and copy of certification no later than, 4:00 P.M., Thursday, October 24, 2024:

Christy Higginbotham
Director of Personnel/Operations
Acadia Parish School Board
P O Drawer 309
Crowley, LA 70527

May be emailed to chigginbotham@acadia.k12.la.us

REACHING EVERY CHILD EVERY DAY

TITLE: Supervisor of Media/Technology

QUALIFICATIONS: Refer to State Department Bulletin 746 Revised
(See Supervisor of Instruction)

REPORTS TO: Supervisor of Federal Programs/Maintenance/Warehouse

PERSONNEL EVALUATION RESPONSIBILITY: Media/Technology Coordinator
Technology Instructional Assistant

EVALUATION JOB GOAL: To promote the integration of technology in the areas of curriculum and operations

PERFORMANCE RESPONSIBILITIES:

I. LEADERSHIP

- A. Supervise and assist teachers, teacher aides, and other personnel in producing instructional materials in the Media Center Production Room
- B. Promote throughout the parish the use of instructional media/technology and other services available at the center
- C. Supervise the development and implementation of inservice programs for professional and classified personnel in the use of technology
- D. Conduct a continuous evaluation of the effectiveness with which media/technology is used by students and teachers and plan for increasing in educational value
- E. Observe, supervise, and survey programs for assigned area of responsibility
- F. Work with technology committee in developing plans for the implementation and utilization of technology in the school system
- G. Work with Acadia Parish personnel in the presentation of curriculum and materials as they relate to technology

II. ADMINISTRATION, ORGANIZATION, AND SUPERVISION

- A. Supervise staff and operations at the instructional media center
- B. Supervise the circulation of instructional media/technology from the media center
- C. Supervise and coordinate the maintenance and repair of audiovisual equipment and computer hardware used in the district
- D. Supervise the production and/or printing of instructional and administrative materials requested by central office and parish schools
- E. Supervise and coordinate library processing services for the parish
- F. Analyze instructional programs and materials relative to technology integration
- G. Coordinate computer networking systems

- H. Provide technical and digital data processing support for the implementation and enhancement of district-wide software packages for all users in the district
- I. Supervise data transfer from schools to appropriate district and state agencies
- J. Assist district/schools in selecting and purchasing hardware and software for technology
- K. Coordinate and manage the ERate program
- L. Supervise and coordinate textbook related activities
- M. Plan, write, and implement technology related grants for the district

III. SCHOOL, COMMUNITY, AND STAFF RELATIONS

- A. Serve as consultant to total staff in the area of media/technology, textbooks, and materials production
- B. Coordinate relations between schools and state department and other outside agencies
- C. Assist in maintaining good public relations with various communities

IV. PROFESSIONAL GROWTH AND ETHICS

- D. Assume responsibility for own professional growth and development; for keeping current with literature, new research findings, and improved techniques; and for attending appropriate professional meetings
- E. Maintain a positive attitude toward constructive criticism from supervisory personnel
- F. Exhibit a positive attitude by being supportive of and concerned with the total child and by interacting in a reasonable, fair, and impartial manner in dealing with students, faculty, principals and staff
- G. Exhibit the physical, emotional, and mental attributes necessary to provide an environment in which administrative responsibilities can be met
- H. Maintain a positive, professional appearance which adheres to the dress code stated in the Acadia Parish School Board Policies and Procedures Manual
- I. Perform such other tasks and assume other responsibilities as may from time to time be assigned

V. PROFESSIONAL GROWTH PLAN

TERMS OF EMPLOYMENT: Twelve-month year
Salary established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel

Approved by: _____
Evaluator

Date _____

Reviewed and
agreed to by: _____

Evaluatee

Date _____