

# ICT Coordinator

## Qualifications:

- Tertiary qualifications at associate diploma/diploma level or equivalent qualifications or experience in IT management/systems management/computer science

## Characteristics

- Competency in self-directed application of knowledge in the field of IT
- A range of technical skills in varied applications including software, hardware and systems management.
- Demonstrated ability to use discretion and judgment in planning and selecting appropriate equipment, service techniques and work organisation for self and others
- Demonstrated ability to create, maintain and streamline policies and procedures in relation to the management of a school wide 1:1 device scheme (advantage within a school system).
- Holder of a current Blue Card

## Typical duties and skills

- Set up and implementation of policies and procedures for a 1:1 device program in a Primary School setting
- Organisation of devices for roll-out to students and staff including imaging/set-up of personal computers/tablets,
- Implementation and maintenance of a system to monitor device usage/repairs/warranty returns etc,
- Ability to investigate malfunctions of software/hardware/network and to show initiative in seeking solutions to problems arising,
- Ability to effectively communicate with other tech support, staff and students about IT related issues (including trouble-shooting device/network issues independently, compliance with established policies and procedures of the 1:1 device program, purchasing and ordering in conjunction with leadership approval),
- Ability to assist in policy and procedure design and development,
- Ability to assist with multimedia set up for events/assemblies (speaker system, projectors etc)
- Ability to work with children and foster curiosity and learning in the area of ICT and technology,

## Authority limits

- Full Authority is delegated from the principal to produce the desired outcomes.
- Expenditure of funds connected with the position is under the control of the Principal in conjunctions with the Leadership Team

## Reporting and other relationships

- The role holder is responsible to, and reports on, all aspects of the role to the Principal. Relationships of significance exist with other teachers, specialists, specialist staff and volunteers