

EATON BOARD OF EDUCATION SPECIAL MEETING
Hollingsworth East Elementary School Cafeteria
March 21, 2016
6:00 p.m.

I. Opening of the Meeting

A. Call to Order – President Noble called the meeting to order.

B. Roll Call – President

R. Cooper Present L. Noble Present T. Parks Present

B. Pool Present K. Shepherd Present

C. Pledge of Allegiance – President Noble led the Pledge of Allegiance.

D. Executive Session

To prepare for negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

To discuss the employment of a public official or employee.

Dr. Curry & Mrs. Tait were invited to participate in executive session.

Motion by Mr. Parks, second by Mr. Pool to convene executive session.

Cooper Y Parks Y Pool Y Shepherd Y Noble Y

President declares motion Passed. **#1516-242**

President convenes executive session at 6:01 p.m.

President resumes open session at 8:25 p.m.

Treasurer's Note: Mr. Pool exited.

II. Treasurer's Business

A. Discuss Potential Bond Refunding – Mrs. Tait shared information with the Board about a possible bond refunding.

III. New Business

A. Create and Post Position

The Administration recommends creating and posting the following exempt position for the 2016-2017 school year. Salary and benefits to be paid in accordance with board policy.

1. Technology Integration Specialist

Motion by Mr. Parks, seconded by Mr. Shepherd, to approve agenda Item III. A.

Discussion – None.

Cooper Y Parks Y Pool Absent Shepherd Y Noble Y

President declares motion Passed. **#1516-243**

B. Create and Post Position

The Administration recommends creating and posting the following certified positions for the 2016-2017 school year. Salary and benefits to be paid in accordance with board policy and negotiated agreement.

1. Two Teachers

Motion by Mr. Parks, seconded by Mr. Cooper, to approve agenda Item III. B.

Discussion – None.

Cooper Y Parks Y Pool Absent Shepherd Y Noble Y

President declares motion Passed. **#1516-244**

C. Approve Job Description

The Administration recommends approval of the job description for the position of Technology Integration Specialist (Attachment A).

Motion by Mr. Parks, seconded by Mr. Shepherd, to approve agenda Item III. C.

Discussion – None.

Cooper Y Parks Y Pool Absent Shepherd Y Noble Y

President declares motion Passed. **#1516-245**

D. Amend Job Description

The Administration recommends approval to amend the job description for Director of Technology (Attachment B).

Motion by Mr. Parks, seconded by Mr. Cooper, to approve agenda Item III. C.

Discussion – None.

Cooper Y Parks Y Pool Absent Shepherd Y Noble Y

President declares motion Passed. **#1516-246**

E. Adjournment

Motion by Mr. Parks, seconded by Mr. Shepherd to adjourn the meeting.

Discussion – None.

Cooper Y Parks Y Pool Absent Shepherd Y Noble Y

President declares motion Passed. **#1516-247**

President adjourns meeting at 8:38 p.m.

DATE_____

PRESIDENT_____ TREASURER_____

JOB DESCRIPTION
Eaton Community Schools
An Equal Opportunity Employer

Technology Integration Specialist

Reports To: Director of Technology

Schools Employment Status: Full-time

FLSA Status: Exempt

QUALIFICATIONS:

1. Be eighteen years of age or older.
2. Bachelor's degree or higher with previous teaching experience.
3. Must pass criminal background check.
4. Possess high moral character.
5. Possess a regular and predictable attendance record without tardiness.
6. Valid driver's license.
7. Have ability to maintain a high level of ethical behavior and confidentiality of information.
8. Possess good organizational skills.
9. Possess ability to work with students, teachers, administration, and other employees positively, effectively, and energetically.
10. At least three years of experience in school instructional environment, preferred.
11. A minimum of two years' experience delivering and integrating technology in instructional programs for Kindergarten – 12 students, preferred.
12. Knowledge of and experience with technology tools and practices used in the classroom environment.
13. Experience with supporting Windows based personal computers, apple products (OSX, iOS), mobile devices and software applications both remotely and at the desk.
14. Ability to be employed under Ohio revised Code 3319.02.
15. Must possess ability to communicate, both orally and in writing.
16. Demonstrate a sincere desire to improve the educational environment at Eaton Community Schools and interact with staff and students with a positive attitude.

GENERAL DESCRIPTION:

Under the direction of the Director of Technology, this position of Technology Integration Specialist promotes the use of technologies to support student achievement in the classroom. The Director of Technology Integration provides leadership, staff development, and instructional support to instructional and administrative staff. Technology Integration Specialist manages the professional development, implementation, and integration of technology instruction, practices, and tools throughout the school district. Technology Integration Specialist works collaboratively with Director of Technology to maintain end user workstations, devices, and classrooms tools.

ESSENTIAL FUNCTIONS

1. Provides weekly, monthly, and yearly professional development opportunities to district staff on the implementation of technology tools and practices related to educational technology. PD should be recorded and available for staff to view if they are not available when instruction is offered.
2. Use all available opportunities to stay abreast on, and inform staff on, the best classroom uses of technology. Conducts research about advancements in technology tools and resources to inform decision-making. Attend local and state professional development opportunities to stay abreast on current trends, practices, and opportunities related to uses of technology in education.
3. Train all staff on technology based classroom tools. All staff should be provided ample opportunity for training on all tools currently in the classroom. This will include meeting staff during plan time during the instructional day. Training will be provided on all future purchases.
4. Be available to support classroom teachers on technology based projects. Teachers will be made aware of the availability for supporting technology projects, assisting and co-teaching as necessary.
5. Manages, maintains, and upgrades end user computer systems and devices throughout the district with the of the Director of Technology. Works with building staff to configure end user systems appropriate for the educational needs of various grade levels.
6. Primary support on classroom end user systems, tools, and devices.
7. Create learning resources for teacher, staff, and students. These may include Web sites, tutorials, interactive programs, and databases that support teachers in integrating technology. Ideally, teachers will be guided and encouraged to develop their own resources, while the Technology Integration Specialist will support these efforts by providing support and training as needed.
8. Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to instructional technology.
9. Serves as a member of the district's Technology Committee, providing leadership with the ongoing development and implementation of the technology plan.
10. Serve as an additional liaison between the school district and technology related organizations such S.W.O.C.A. and S.O.I.T.A.
11. Maintain the video distribution systems in the district.
12. Attend and participate in in-services, workshops, seminars, professional conferences, staff meetings, etc.
13. Assist the Director of Technology as needed. Perform any other duties as assigned by the Director of Technology.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Board policies and procedures
- Building policies and procedures
- Computer hardware, software, and networking applications
- Ethernet topology and audio visual appliances.
- Windows 7 - current
- Mac OSX 10.8 – current
- MS server 2008 – current
- Strong affinity with IT-Infrastructure - LAN-WAN environment
- Deployment and management tools (e.g. WDS)
- Working knowledge of Office 365
- Ticketing system to create detailed work logs and technical documentation

Ability to:

- Interpret policies
- Procedures, and regulations
- Prepare reports and correspondence and maintain records

Skill in:

- Setup and maintenance of computers
- Laptops
- Tablets,
- Various classroom technology tools
- Office equipment

EQUIPMENT OPERATED:

Computer workstations, laptops, tablets, iPads, printers, projectors, document cameras, interactive whiteboards, and various other classroom tools.

CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

TERM OF EMPLOYMENT:

Two hundred thirty one (231) days annual contract. Extended service may be approved through supplemental contract at the discretion of the Board of Education.

PERFORMANCE EVALUATION:

Conducted by the Superintendent or his/her designee.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the Board of Education.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Employee

Date

JOB DESCRIPTION
Eaton Community Schools
An Equal Opportunity Employer

Director of Technology

Reports To: Director of Education

Schools Employment Status: Full-time

FLSA Status: Exempt

QUALIFICATIONS:

1. Be eighteen years of age or older.
2. Bachelor's degree or higher.
3. Must pass criminal background check.
4. Possess high moral character.
5. Possess a regular and predictable attendance record without tardiness.
6. Valid driver's license.
7. Have ability to maintain a high level of ethical behavior and confidentiality of information.
8. Possess good organizational skills.
9. Possess ability to work with students, teachers, administration, and other employees positively, effectively, and energetically.
10. Familiarity with Ethernet topology.
11. At least five years of experience in either the business or school IT environment, preferred.
12. Experience with supporting Windows based personal computers, apple products (OSX, iOS), mobile devices and software applications both remotely and at the desk.
13. Knowledge of and experience with networks, servers, computer hardware, software, networking applications, and related peripherals.
14. Ability to be employed under Ohio revised Code 3319.02.
15. Must possess ability to communicate, both orally and in writing.
16. Demonstrate a sincere desire to improve the educational environment at Eaton Community Schools and interact with staff and students with a positive attitude.

GENERAL DESCRIPTION:

Manages the planning, implementation, and integration of educational technology systems and infrastructure throughout the school district. Provides leadership in the ongoing development of the district's technology plan. Works collaboratively with staff to implement the district technology plan.

ESSENTIAL FUNCTIONS

14. Manages, maintains, and upgrades the districts network infrastructure to include both the wired and wireless environment.
15. Manages, maintains, upgrades, and backups the districts network servers. Outsourcing will be used to the minimum extent possible.
16. Manages all associated end user accounts with the assistance of the Technology Integration Specialist.
17. Manages, maintains, and upgrades end user computer systems and devices throughout the district with the assistance of the Technology Integration Specialist. Works with building staff to configure end user systems appropriate for the educational needs of various grade levels.
18. Manages, maintains, and upgrades various technology based systems in school auditoriums, classrooms, security cameras/recorders, and access control.
19. Facilitates the district's Technology Committee, providing leadership with the ongoing development and implementation of the technology plan.
20. Monitor all district software licenses and copyright protections.
21. Assist the Treasures Office in maintaining a district wide inventory of computer hardware and software, and related materials.
22. Oversees the development of the district's technology budget, including the purchasing of new equipment, materials, and related services.
23. Manage, direct, and oversee the day-to-day operations of the financial applications including state reporting, E-Tech, E-rate, and other components.
24. Serves as a liaison between the school district and technology related organizations such S.W.O.C.A. and S.O.I.T.A..
25. Ensures that Internet use by district personnel and students is appropriate and equitably accessible.
26. Maintain and manage district wide telecommunications, call manager, and voice mail systems.
27. Maintain intercom systems and bell systems in the district.
28. Acquire bids/quotes on technology hardware and services. Large purchases should be made only after comparative pricing has been accomplished.
29. Approve payment for district technology purchases.
30. Attend and participate in in-services, workshops, seminars, professional conferences, staff meetings, etc.
31. Perform any other duties as assigned by Supervisor or his/her designee.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

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- Ethernet topology and audio visual appliances.
- Windows 7 - current
- Mac OSX 10.8 – current
- MS server 2008 – current
- Strong affinity with IT-Infrastructure - LAN-WAN environment
- Deployment and management tools (e.g. WDS)
- Working knowledge of Office 365

- Ticketing system to create detailed work logs and technical documentation

Ability to:

- Interpret policies, procedures, and regulations
- Prepare reports and correspondence
- Maintain records

Skill in:

- Setup and maintenance of servers, computers, office equipment, and networking hardware.

EQUIPMENT OPERATED:

Computer servers, networking equipment, and end user workstations.

CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

TERM OF EMPLOYMENT:

Two hundred thirty one (231) days annual contract. Extended service may be approved through supplemental contract at the discretion of the Board of Education.

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Date

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Employee

Date