

The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.

JOB DESCRIPTION



Position:	Technical and Marketing Coordinator for VRABE
Reports to:	Director of VRABE
Employment Status:	Regular/Full-time/30hours a week/10month position
FLSA Status:	Exempt
Description:	The Technology and Marketing Coordinator is responsible for technology and marketing support for VRABE Regional Adult Based Education, a regional provider of adult education to 14 towns.
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Maintain comprehensive database of all VRABE technology assets
- Review class management, instructional and educational software and make recommendations as appropriate to VRABE staff
- Assist VRABE staff and students in technology-related needs, including but not limited to system access, use of email, time-tracking and other systems, password resets, Chromebook and other hardware set-up and operational support
- Act as technology liaison with VPS, Town of Vernon IT department, and all VRABE's cooperating district's IT departments providing input as necessary on VRABE staff and student requirements
- Investigate and make recommendations concerning current and future VRABE technology needs
- Prepare appropriate requisition forms as required for VRABE technology requirements
- Provide operational support and initial repair services to VRABE staff & students
- Keep inventory of all VRABE technology related materials
- Provide initial and on-going training to VRABE staff & students in the use of VRABE technology and software
- Manage the VRABE student Chromebook loan program
- Maintain all social media promotions and highlights (Facebook, Instagram, Twitter, YouTube)
- Publish, maintain, and distribute the publication of the monthly VRABE Voice Newsletter
- Organize, plan and implement monthly marketing meetings
- Research new marketing strategies, and investigate best practices for all VRABE marketing
- Represent VRABE at marketing events and opportunities

Other Duties and Responsibilities:

- Serve as role model for students and staff
- Respond to routine questions and requests with tact and diplomacy in a timely manner
- Interact in a positive manner with staff, and students
- Act as the public relations agent for VRABE

- Perform other duties as assigned by the Director/ Assistant Director of VRABE
- Establish and maintain professional relationships
- Participate in professional learning by attending seminars and workshops

Qualifications/Certificates:

- Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem-solving skills
- Excellent public relations skills
- Ability to foster and facilitate learning, team and/or individual play philosophies

Additional Working Conditions:

- Interaction among students
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

Equipment Operated:

Computer/Laptop Printer Interactive White Board Scanner

Required Testing

None

Continuing Educ./Training

Professional Learning

Clearances

Fingerprint/Background

Evaluation:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

Signature

Date