



Playmates Preschools & Child Development Centers, Inc.

Kenova
304-453-4858

Lavalette
304-523-4858

Huntington
304-522-4858

Buffalo
304-429-3988

Westmoreland
304-429-4851

Ceredo
304-908-3368

Ceredo Pre-K
304-453-5998

Westmoreland Pre-k
304-781-0053

POSITION TITLE: Technology and Communications Coordinator

REPORTS TO: Executive Director

FSLA: Non-Exempt

JOB SUMMARY:

The Technology and Communications Coordinator assists all program staff with his or her computing needs. In addition, the incumbent is responsible for all telecommunication functions of the agency. The Coordinator provides computer-related training as directed and provides technological support for all agency training. The incumbent works closely with the Chief Financial Officer on the purchase, installation, maintenance, and trouble-shooting for all hardware and software, including ProCare. The incumbent maintains responsibility for developing and managing program budgets, serves as the agency Web Master, and serves as the agency liaison with external agencies in the development and implementation of sponsored programs.

ESSENTIAL DUTIES:

- Provides technical support for all agency staff.
- Maintains the physical integrity of all hardware and software.
- Organizes and manages a program of technical support in the use of computing resources and securing processing resources for the conduct of agency business.
- Designs and maintains agency website.
- Prepares program proposals and evaluation reports.
- Prepares budgets for proposal submissions; prepares and administers program budgets for various agency programs.
- Tracks budget expenditures for various agency programs, including developing and/or administering tracking software; manages and tracks the expenditure procedures for invoicing all program expenses.
- Administers the maintenance of computerized records and files, including mailing lists and telecommunications statistics.

OTHER DUTIES:

- Performs the above-referenced duties for the Cabell-Wayne Early Childhood Council.
- Complies with policies and procedures of Playmates Pre-School and Child Development Centers, Inc.
- Protects the confidentiality of private customer information.
- Represents and maintains the philosophy of Playmates Pre-School and Child Development Centers, Inc.
- Performs other duties as assigned by supervisor.

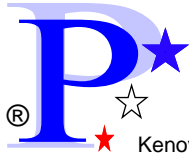
POSITION QUALIFICATIONS:

Serving Families in Cabell and Wayne Counties for Over 25 Years

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: jbarkerplaymates@aol.com

September 1, 2013



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- Bachelor's Degree in Education, Computer Science, or a closely related field and 2 years relevant experience required.
 - Experience in supporting computing systems and services in an academic environment.
 - Experience with PCs and application software, computer networks, Internet technology, and e-mail.
 - Experience with Web page design and construction and multimedia application software.
 - Ability to work collaboratively and to communicate effectively with multiple constituencies.
 - Excellent oral and written communication skills.

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Experience or desire to participate in grant writing and resource development with respect to early care and education issues.

PERFORMANCE RESPONSIBILITIES AND STANDARDS:

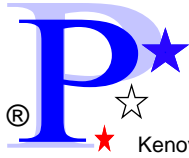
1. Provides technical support for all agency staff.
Consults with staff and leadership to identify, analyze and document computing needs.
 - A. Consults with staff and leadership to identify, analyze, and document computing needs.
 - B. Assists all staff at all Playmates locations with computer needs.
 - C. Provides technical training for all staff and leadership.
 - D. Provides technology support for all agency training, as appropriate.
2. Maintains the physical integrity of all hardware and software.
 - A. Maintains all hardware and software in safe, secure, and working condition.
 - B. Maintains documentation on all hardware and software.
 - C. Secures contracted assistance with computing needs as necessary.
 - D. Manages all contracted work to insure efficient and effective performance.
3. Organizes and manages a program of technical support in the use of computing resources and securing processing resources for the conduct of agency business.
 - A. Works closely with site and program leadership to strategically plan for agency computing needs.
 - B. By November 1 of each year, advises Executive Director of resource needs and estimated costs. Prepares alternate computing plans as necessary.
 - C. Develops a monthly schedule for maintaining an effective and efficient computing system at all Playmates sites.
 - D. Maintains computer labs at all Playmates facilities.

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4. Designs and maintains agency website; trains staff in technical skills and procedures for Web design and maintenance; provides technical support to staff and leadership in developing Web materials.
 - A. Insures agency website is complete, accurate and presentable to the public.
 - B. Designs and communicates strategies for utilizing the agency website in promoting the mission of the agency.
 - C. Trains staff in technical skills and procedures for Web design and maintenance.
 - D. Provides technical support to staff and leadership in developing Web materials.
5. Prepares program proposals and evaluation reports.
 - A. Assists agency leadership in the identification of funding sources to promote the agency mission.
 - B. Assists in the development of program proposals to external funding agencies.
 - C. Manages administrative, technological, and/or fiscal components of sponsored programs as directed by the Executive Director.
6. Administers the maintenance of computerized records and files, including mailing lists and telecommunications statistics.
 - A. Maintains all electronic records, databases, and files for internal operations as directed by the Executive Director.
 - B. Maintains all electronic records, databases, and files for sponsored programs as directed by the Executive Director.
 - C. Prepares utilization reports requested by program leadership.

ENTRY LEVEL COMPETENCIES:

1. Demonstrates technology skills for computer hardware.
2. Demonstrates ability to utilize various computer software systems, i.e. Microsoft Word, Excel, PowerPoint, Access, email, website, etc.
3. Demonstrates ability to select, secure, and manage contracted functions.
4. Illustrates effective use of time management and organization skills to perform multiple tasks
5. Demonstrates ability and willingness to pursue technical and professional development opportunities.

PERFORMANCE APPRAISAL:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee's hire date.

JOB TITLE: TECHNOLOGY AND COMMUNICATIONS COORDINATOR



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PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
WALKING			X	
LIFTING		X		
PUSH/PULL		X		
STANDING		X		
SITTING			X	
STOOPING			X	
READING			X	
WRITING			X	
DRIVING		X		
TYPE/KEYBOARD				X
IRREGULAR SCHEDULE			X	
OVERNIGHT TRAVEL	X			

WORKING ENVIRONMENT

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
QUIET			X	
NOISE	X			
DUST/DIRT	X			
POOR VENTILATION	X			
HEAT	X			
EXPOSED TO DISEASE	X			
ELECTRICAL HAZARDS	X			
ON CALL	X			

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR TECHNOLOGY AND COMMUNICATIONS COORDINATOR AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.

EMPLOYEE NAME

DATE

SUPERVISOR NAME

DATE