

Task overview ICT coordination

Core tasks

Cluster	Description
Technical	Maintain hardware: install, configure, repair, and replace PCs and peripherals, servers, and network equipment
Technical	Use tools to monitor the ICT infrastructure
Technical	Install and maintain the help desk
Technical	Provide first line response to colleagues about basic skills
Technical	Plan and structure network and server infrastructure
Technical	Manage access to buildings (badge system) and applications (in-house school dashboard for class councils, contact with parents, enrolment, etc.)
Technical	Manage communication channels (telephony, smartphones, WAN connections, etc.)
Technical	Install, manage, and maintain audio-visual equipment
Technical	Implement and monitor a backup strategy including archiving
Technical	Draw up a disaster recovery plan
Technical	Install, integrate, develop, and maintain software packages
Technical	Install and configure specific industrial software packages (CAD, PLC, controllers, microcontrollers, etc.) (only in TSO/BSO)
Technical	Install and configure specific hardware and software for students with specific educational needs (especially in special education)
Technical	Manage educational software, including electronic learning environments, apps, and websites
Technical	Install, update, and maintain tools and specific software for the (student) administration
Technical	Install and manage the school network, school server(s), and firewall (security)
Technical	Resolve ICT problems (hardware, software, security) and perform repairs
Technical	Manage spare parts stock
Technical	Manage peripherals linked to the network (e.g. copiers)
Technical	Be knowledgeable about non-curricular equipment and software to enable ICT management (e.g. scripting)
Technical	Design and technically manage the school website and various (social) media channels
Technical	Prepare/set up projects in a test environment
Technical	Manage camera surveillance and other services over the network (e.g. boiler plant)
Technical	Coordinate ICT infrastructure work (e.g. cabling)
Technical	ICT support for major events and projects
Technical	Tools and support for distance learning
Technical	Professionalise the ICT core team on the technical front (continuing professional development, self-study, literature, etc.)
Teaching & learning	Support teachers in ICT integration in the classroom and cross-curricular work
Teaching & learning	Write manuals on how to use hardware and software
Teaching & learning	Develop a teaching guideline on digital competencies for teachers
Teaching & learning	Develop a teaching guideline for the Digital Competence and Media Literacy learning outcomes in collaboration with the team
Teaching & learning	Sensitise and motivate colleagues about ICT applications in their subjects and areas of study
Teaching & learning	Professionalise the ICT core team on pedagogic-didactic front (continuing professional development, self-study, literature, etc.)
Teaching & learning	Implement ICT in an innovative and pedagogical-didactic manner in the classroom (educational innovation)
Teaching & learning	Provide colleagues with information on new learning resources
Teaching & learning	Monitor responsible ICT use in the school (use of social media, mobile devices, wireless network)

Task overview ICT coordination

Core tasks

Cluster	Description
Teaching & learning	Organise and/or give in-service ICT training to the school team
Teaching & learning	Forming networks with other schools in the area of educational innovation
Teaching & learning	Follow educational innovation trends
Policy&Vision	Understand and be able to identify the team's ICT needs
Policy&Vision	Develop a pedagogic-didactic ICT vision in collaboration with the director and/or school team
Policy&Vision	Develop a technical ICT vision in collaboration with the director and/or school team
Policy&Vision	Be able to draw up an ICT policy plan or action plan jointly with the director and/or an ICT core team (with both technical and didactic objectives) and associated investment policy (per year & multi-year plan)
Policy&Vision	Provide recommendations on ICT investments at the micro, meso, and macro levels
Policy&Vision	Motivate, engage, guide, and professionalise colleagues
Policy&Vision	Be closely involved with/part of the management team
Policy&Vision	Communicate on a regular basis about ICT policy actions
Policy&Vision	Draw up requests for quotes and specifications
Policy&Vision	Provide recommendations on ICT competencies when recruiting staff
Policy&Vision	Provide recommendations on ICT tools for communication and organisation within the school
Policy&Vision	Draw up guidelines on digital safety for teachers and learners (GDPR)
Policy&Vision	Use data to develop, guide, and safeguard actions in ICT policy
Policy&Vision	Participate in the ICT consultative body within the school community
Policy&Vision	Participate in projects (Flemish, Belgian, European, etc.)
Policy&Vision	Be present on behalf of the school at ICT days and fairs, and maintain contacts
Administration	Implement user management and lay-out electronic learning environments
Administration	Create and manage email and (internet) accounts
Administration	Manage the laptop/tablet pool
Administration	Manage the school network
Administration	Follow-up on requests for quotes and specifications
Administration	Updating school website and various (social) media outlets
Administration	Encourage colleagues to make contributions to the website and intranet
Administration	Draw up an inventory of school hardware and software
Administration	Follow up on orders and repairs
Administration	Follow up on insurance policies
Administration	Licence management, consumables, copyrights, Repobel, Auvibel
Administration	Licence management, consumables, copyrights, Repobel, Auvibel