

Job Title: *Technology Coordinator*
Department: *Technology*
Reports to: *Building Superintendent*
Classification: *Support Staff*

Summary

A Technology Coordinator performs a broad range of duties, but the job can be summed up as working with various aspects of a district's technology infrastructure. This may include assisting end-users with problems, installing and setting up computer systems, working on the telecommunications systems or coordinating technology projects.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- 1. Manages student and staff uploads yearly in various software platforms (as needed) and as students/staff enter or leave the district.*
- 2. Communicate with software representative and help as problems or needs occur.*
- 3. Assist with student information system set-up and needs such as parent portal or student transcripts*
- 4. Support users in understanding and using email system*
- 5. Develop and train staff and students in the use of features of software and email*
- 6. Provide technical support for all technology users in the district.*
- 7. Creating cost analyses, ordering supplies, coordinating with vendors, working with supervisor, creating training for users of new technology*
- 8. Managing projects: gather appropriate team, research, schedule meetings*
- 9. Create positive educational climate for students to learn in.*
- 10. Participate in ongoing training sessions.*
- 11. Develop professional relationships with staff and vendors*
- 12. Prepare and distribute required reports.*
- 13. Monitor the hardware, software and data management.*
- 14. Oversees the telephone system, all copiers and email for all users.*
- 15. Maintain confidentiality.*
- 16. Communicate technology needs with Administration*
- 17. Develop and implement the district's technology budget.*
- 18. Provides direction to Administration for long range and annual technology plan.*
- 19. Develops an effective inventory system for all technologies, including multimedia equipment, original cost data, and date of purchase, condition, and equipment location.*
- 20. Represents the district in a professional manner at all meetings, conferences, or seminars related to various technologies.*
- 21. Coordinates the installation and maintenance of networking software and hardware.*
- 22. Perform additional duties as required for short periods of time due to unusual circumstances.*
- 23. Other related duties as assigned by Administration of the District.*

Supervisory Duties

Supervises students at all times.

Qualifications

Education/Experience/Certificates

High School Diploma

Office skills, proficient in word processing, computer applications, and maintaining proper files/records.

Skills and Abilities

Language

Must have the ability to read, analyze and interpret professional journals, board policy, administrative procedures/forms, and government regulations and guidelines. Must be able to complete forms, write reports, and engage in written correspondence. Must have the ability to write clearly.

Reasoning

Must have the ability to define problems, collect data, establish facts, and draw valid conclusions. Must be able to apply knowledge of current educational theory and instructional techniques.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position must have the ability to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously; must be able to move around the classroom; must be able to read handwritten and printed materials.

Attendance

Consistent and regular attendance is an essential job function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform tasks.

Terms of Employment

220 days per year. Salary and work year to be established by the Board.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board.