

TITLE: **COORDINATOR Technology Services**

FLSA: EXEMPT

QUALIFICATIONS:

1. Master's degree or higher, from an accredited university or college, in a technology related field. Educational Leadership or Administration/Supervision preferred.
2. Five years or more network technology support experience, with a preference for such experience within educational environments.
3. Two years of successful technology management experience.
4. Such additional or alternative qualifications as the Board may find appropriate and acceptable.

REPORT TO: Senior Director of Business Services

JOB GOAL: To provide district-wide leadership, planning, implementation, maintenance and support of the use of technology, network operations and communication resources.

PERFORMANCE RESPONSIBILITIES:

- * 1. Coordinate and assist in the planning, development, implementation, interpretation and on-going evaluation of the district-wide educational and operational technologies and assisting in the integration of those principles in school-based planning.
- * 2. Coordinate the comprehensive technology program including network operations, security, communications, and instructional uses.
- * 3. Establish an environment that encourages creative and independent use of instructional and operational technology throughout the school district.
- * 4. Coordinate and manage the district's role with the Universal Services Fund.
- * 5. Assist educators in planning, use and integration of appropriate technologies in the programs of the district, including instructional delivery system operations and record management.
- * 6. Provide technical assistance to facilitate the implementation and use of existing and future technologies in the schools and district.
- * 7. Recommend budget requirements for effective school and district technology operations, maintenance, and enhancements.
- * 8. Coordinate with curriculum and school leadership for instructional technology implementations, enhancements and maintenance
- * 9. Assist in the development of project/grant proposals, as related to technological aspects of such proposals.
- * 10. Coordinate, manage, and support the school and district computer networks, including Internet access, web presence, operational systems and communication services.
- * 11. Coordinate the development of specifications, standards of interoperability and selection of appropriate technology resources.
- * 12. Coordinate the maintenance and upgrade of school and district technology tools and systems to support instructional and operational applications.
- * 13. Coordinate and manage technology security systems, policies and procedures.
- * 14. Coordinate with departments implementing technological resources to be connected to school and district networks on viability and successful operation.
- * 15. Coordinate with the District's MIS Department in the planning, development, and implementation of business operational technologies.
- * 16. Coordinate the development of district-wide policies and procedures as related to technology use and services.
- * 17. Participate in planning federal projects that provide financial resources for systems with technology components.
- * 18. Coordinate and participate in the planning, developing specifications for facilities design and renovation to insure proper technology systems are specified and included.
- * 19. Plan and coordinate the operation of district print services and forms control.
- * 20. Participate in the development and implementation of the district strategic plan.
- * 21. Coordinate and supervise technology personnel and provides support for school or district personnel with technology functions outside of the department.
- 22. Perform such other duties as may be assigned by the Superintendent or supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.