TITLE: Technology Coordinator

QUALIFICATIONS:

1. Teaching certificate is preferred but not required.
2. Good communication and organizational skills.
3. Interpersonal relations and leadership skills are a must.
4. Ability to work independently and read/follow technical material.
5. Attention to detail and willingness to see tasks to completion.
6. Knowledge of curriculum, instruction, and technology.
7. Familiarity with Windows operating systems and popular windows software products.
8. Willingness to learn new technologies.
9. Ability to work effectively with end users.

REPORTS TO: Superintendent of Schools

JOB GOAL: The School Technology Coordinator provides leadership, coordinates, develops, Implements, services, and maintains the computer workstations/network for the district. This position requires the combination of several jobs: Workstation Support Person, Software Application Support Person, Technology Trainer /Staff Developer, Network Manager, and Windows LAN Server manager. The Technology Coordinator's primary job is to upgrade and maintain the K-12 network

PERFORMANCE RESPONSIBILITIES:

Network Manager: This component consists of maintaining the district's network's hardware equipment.
Duties include:
1. Installs and configures new network hardware (hubs, routers, patch panels, etc.)
2. Maintains and troubleshoots network problems associated with cabling system.
3. Keeps a log of network problems and changes.
4. Installs new network media (cabling).
5. Maintains a working knowledge of network hardware and the function of each component.
6. Terminates network media.
7. Designs and upgrades the network according to standards.
8. Keeps a record of IP network addresses, workstation names, and node addresses.
9. Maintains physical access to secured network equipment rooms.
10. Keeps a record of baseline network performance values.

LAN Server Manager: This component of the job consists of working with the Network

software and includes maintenance, updates, and changes in operating system server configuration changes as needed. This also includes providing/revoking privileges for students and staff as they leave and enter the school system. Duties include:

1. Installs/customizes the LAN operating system
2. Installs/customizes networked application software
3. Installs/customizes required workstation clients
4. Verifies server environmental requirements.
5. Maintains the operating system including service packs and upgrades
6. Installs/customizes networked application software
7. Installs/customizes required workstation clients
8. Adds/removes users and groups on network at the direction of building principals
9. Manages users/groups for security and optimal performance
10. Adds/configures networked printers
11. Adds/configures networked CD-ROM's
12. Consistently backups data on server(s)
13. Configures TCP/IP resources as required (DHCP services, IP routing)
14. Grants appropriate security rights to networked resources at the direction building principals
15. Monitors server performance
16. Troubleshoots problems on LAN
17. Tracks and documents upgrades, problems, and fixes on network
18. Trains backup LAN manager(s) on basic administrative functions
19. Works with support center resources to troubleshoot/maintain network.
20. Provides technical input for the district instructional technology plan

Software Application Support Person: This component consists of installation/access of software to workstations via the server. The coordinator will need to familiarize themselves with the skills required to update, develop, and maintain product and software reports. This includes, but is not limited to, updating student, staff, and class information as students/staff enter and leave the system and as changes are made to classes provided. Duties include:
1. Maintains user satisfaction through excellent support.
2. Troubleshoots software issues, student user issues, and teacher user issues.
3. Develops and maintains product knowledge on all software and related technology used in the school system.
4. Maintains user issues database.
5. Provides input for answer book solutions for technical problems.
6. Reports, captures, and communicates user feedback on software and related technology.
7. Follows documented policies, procedures, and instructions.
8. Writes up service reports.
9. Cooperates with other departments in achieving school policies and outcomes.
10. Is accountable for the proper use and training on all owned and leased property furnished by the school.
11. Enrolls/un-enrolls students from software application programs as they enter and leave school at the direction of the building principal.
12. Maintains and upgrades K-6 software as needed.
13. Runs quarterly/semester/year-end reports for specific software applications.

Technology Coordinator: This component consists of facilitating resource information. Specific activities in this component relate to the development and revision of the technology plan to fulfill requirements of the state and district goals. The coordinator will coordinate and facilitate inservice training and serve as a resource staff improvement and updates. Duties include:

1. Assists the building principal in developing and implementing the district plan for instructional use of technology
2. Advises the superintendent regarding district technology budgeting.
3. Works with district school media specialist(s) to develop a district technology resource center
4. Develops/maintains a list of technology resource people
5. Develops an in-service plan for district technology resource personnel
6. Develops/implements plans for acquisition and maintenance of hardware and software.
7. Maintains an accurate inventory of computer hardware and software in the district.
8. Develops and implements a district procedure for the evaluation of software and hardware; Is involved in district research projects to evaluate instructional use of technology.
9. Disseminates technology-related information throughout the district
10. Works on community relations by speaking to shareholder groups, publicizing the district technology plan and progress.
11. Assists in grant planning and proposal writing as directed.
12. Remains technically competent. Continues to grow as a professional technology educator and educational leader.
13. Creates, distributes, and collects parental/student permission/agreement forms
14. Maintains and updates district's technology plan
15. Maintains workstation operating system and updates.
16. Installs application software.
17. Keeps records of updates and common problems (with fixes).
18. Logs ongoing problems and solutions.
19. Provides ongoing training for workstation users.

This component consists of the actual training of staff regarding technology. The technology director will plan agenda, prepare materials, coordinate and facilitate technology training. Duties include:

1. Plans agenda, prepares material for, and provides software and/or other technology training to all faculty, staff, and students as directed by building principals.
2. Creates and maintains all learning tools and materials associated with the school district's software and curriculum-related technology.
3. Collects evaluations from attendees after each training session.
4. Coordinates and facilitates training.
5. Conducts needs assessments and analysis, and evaluates effectiveness of learning methods delivered.
6. Creates, distributes, and tabulates various surveys.
7. All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION: Regular and reliable attendance and outstanding technology skills are essential function of the job.

TERMS OF EMPLOYMENT: This is an hourly (non-exempt) position under the provisions of applicable Board Policy; with a compensation package as stated in the *Classified Employee Hiring Schedule* at an hourly rate determined by the Board of Education

EVALUATION: Performance of this position will be evaluated by superintendent of schools