

Reports To: Business Manager

Dept/Campus: Information Technology/Support Services

Wage/Hour Status: Exempt

Contract Length: 240

PRIMARY PURPOSE:

Plan, coordinate, direct, and design the implementation and operational activities of technology as appropriate throughout the school district.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree required

Special Knowledge/Skills:

Understanding of latest industry trends and technologies

Ability to effectively communicate (written and verbal) with employees, colleagues, service providers, and community members

Knowledge and skills in using technology as an instructional tool

Knowledge and skills in assessing data

Experience:

Minimum of five (5) years experience as an educator using a variety of educational technologies

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff; hold staff accountable for high performance; recognize excellence and achievement.

JOB DESCRIPTION

Coordinator of Technology

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5. Articulate a clear direction for all students; articulate a positive image of the school district and school district personnel.
6. Conduct research on computer products in support of PC procurement and development efforts. Evaluate and recommend hardware products for purchase.
7. Assist in developing long-term strategies and capacity planning for meeting future computer hardware needs.
8. Support development and implementation of new computer projects and new hardware installations.
9. Accurately document instances of hardware failure, repair, installation, and removal.
10. Assist with developing and administering an annual budget to include district needs for hardware, software, supplies, maintenance, and staff training.
11. Coordinate with applicable building and district administrators all matters relating to the purchase and installation of computers and other classroom educational technologies.
12. Organize "local" on-campus technology contact persons (site coordinators).
13. Assist in keeping the director of technology abreast as to the status of educational technologies and recommend changes and improvements.
14. Receive and respond to inquiries regarding computer usage of all district employees.
15. Assist with integrating technology into curriculum.
16. Oversee and evaluate the work assignments of technology personnel.
17. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Direct supervision of information technology.

EQUIPMENT USED:

Computer, audiovisual equipment, calculator, printer, copier, telephone system

WORKING CONDITIONS:

Mental Demands

Reading; ability to perform basic arithmetic, ability to communicate effectively (verbal and written), maintain emotional control under stress, manage others in a non-coercive manner, maintain a clear focus on customer service

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date