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## BUILDING TECHNOLOGY COORDINATOR

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- QUALIFICATIONS:**
1. Valid Kansas teaching license at the appropriate level with applicable endorsement(s).
  2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Building Administrator

**PURPOSE:** The Building Technology Coordinator is a support role to the District Technology Coordinator and is primarily responsible for providing support to staff and students for minor technology problems within the school. This includes maintaining computer labs, computer carts, and other school and staff computers. The Building Technology Coordinator is typically a full-time staff member with other responsibilities, so this person is expected to fulfill this part-time role during their “free time” or outside of normal school hours.

**FULL/PART-TIME:** Part-time

**FLSA:** Exempt from overtime

**BOE APPROVAL:** 4/12/2021

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Regular attendance and punctuality are essential functions of the job.
2. Provide support to students and staff members for minor technology problems.
3. Maintain computer labs, computer carts, and other school and staff computers.
4. Perform minor repair work on technology equipment as needed.
5. Install and test software for all school computers as needed.
6. Assist staff and students with printer and other device configuration.
7. Assist in providing technology training for staff members as needed.
8. Attend technology training as appropriate or required.
9. Support the Network Administrator with maintenance and support for network functions as needed.
10. Setup or relocate technology equipment within the school as required with District Technology Coordinator approval.
11. Update and maintain building inventories of technology equipment.
12. Attend all District Technology Committee meetings and act as a voting member to represent the school’s technology needs and requirements.
13. Serve on special purpose committees established by the District Technology Committee.
14. Refer emergencies and more complicated technology problems to the District Technology Coordinator.
15. Maintain confidentiality of classroom, student and employee information.
16. Maintain valid Kansas teaching license.
17. Complete other duties as assigned by the District Technology Coordinator, Superintendent or Board of Education.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

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**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually by the building administrator.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**An Equal Employment/Educational Opportunity Agency**

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.