DISTRICT TECHNOLOGY COORDINATOR

QUALIFICATIONS:
1. Working knowledge and experience or willingness to be trained in the following: personal computing device troubleshooting and repair; installation of hardware for networks; Student Information System (SIS); Local Area Network (LAN) and Wide Area Network (WAN) management; World Wide Web (WWW) informational pages development and management; installation of software and providing training in usage.
2. Demonstrate aptitude or competence for assigned responsibilities.
3. High School diploma and advanced training in Information Technology (IT).
4. Such alternatives to the above qualifications as the Board or administration may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To assist in the development and usage of technology in Russell County USD 407. This shall include, but not be limited to, helping USD 407 staff integrate computer skills into the curriculum and helping teachers to obtain, learn, and use computer instructional materials to improve their instructional skills; helping administrators to continue to expand the usage of SIS and other managerial software; and, as far as possible, help the entire staff to become competent in the use of technology in the school improvement process.

FULL/PART-TIME: Full-time

FLSA: Non-exempt from overtime

BOE APPROVAL: 3/8/2021

ESSENTIAL FUNCTIONS OF THE JOB:

General:
1. Regular attendance and punctuality are essential functions of the job.
2. Learns about all aspects of district technology.
3. Maintains a current inventory of computer hardware and software.
4. Learns new methods and techniques of maintenance when new technological equipment and procedures are installed or adopted.
5. Moves equipment and materials within and between buildings of USD 407.
6. Advises in planning and implementation of innovative technology projects.
7. Willing to work overtime (nights or weekends) when an emergency arises in order to prevent disruption of the educational process.
8. Assists in addressing the Board on technology plans and implementation.
9. Coordinates the training of faculty and staff for commonly used productivity, connectivity, and communication applications.
10. Assists with the planning for electrical modifications for technology purchases.
11. Keeps current on new products available and developments in the field of educational technology.
12. Ability to work with others.
13. Planning and scheduling skills with the ability to be flexible based on uncontrollable changes.

14. Ability to act on own initiative and establish and maintain effective relationships with management, staff, and students.
15. Physical health as required for job performance.
16. Ability to work independently without supervision.
17. Performs all types of maintenance and equipment systems installation
18. Maintains a good working relationship with district personnel
19. Keeps current with technological advances and relays knowledge to the district.
20. Travels between schools as required by the job.
21. Maintain valid Kansas driver's license.
22. Follows the building dress code while being a good role model for students.
23. Maintains confidentiality of classroom, student, and employee information.

Network Administration
1. Performs general maintenance to keep networks running smoothly.
2. Performs setup, cabling, and hookup functions as needed.
3. Troubleshoots and repairs network cabling or hardware problems.
4. Coordinates computer and network repair requests with appropriate district personnel.
5. Trains personnel in e-mail, data transfer, etc.
6. Edits network users - IP Addresses, passwords, etc.
7. Keeps informed of new advances in network setup, maintenance, and repair.
8. Alerts administration to abuses of the network.

Software Administration
1. Maintains an inventory of all available software.
2. Develops software catalogs and keep the staff informed of availability.
3. Previews software upon arrival.
4. Previews and recommend software for possible purchase and use in the instructional process.
5. Assists with the installation of software where needed and provide information, assistance, and training to administrators, staff, and students for incorporation into instruction.
6. Assists with seeking teacher input on future needs or problems and identifying software selections.
7. Provides assistance and troubleshooting when software is not working properly or with the extension of software into all areas.
8. Assists teachers with the implementation of adopted district software as outlined in curriculum guides.

Hardware Administration:
1. Assists with the record keeping function of hardware locations, quantities, types, and required repairs.
2. Assists with recommendations for future purchase and/or replacement of hardware.
3. Assist with the maintenance of all equipment, and recommend when outside assistance is needed.
4. Maintain a record of all hardware repairs.

Additional Duties:
1. Serve as a member of the District Technology Advisory Committee.
2. Assist as a liaison between community technology personnel and school personnel to help the district with planning future goals, needs, expenditures, and implementation of technology.
3. Attend training/informational meetings on technological advances.
4. Assist in the development of customized training for district personnel when routine training does not meet the need.
5. Train administrators or their designees in maintenance and deployment of hardware.
6. Perform other duties as assigned by the assistant Superintendent.

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.

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

EVALUATION: Performance of this job will be evaluated in accordance with provisions in Board policy on *GCI - Evaluation of All Classified Personnel.*

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.
X	3.	Requires prolonged (over 50% of the time) standing and walking.
	4.	Requires prolonged (over 75% of the time) standing and walking.
X	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.
X	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.
X	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