

*Building Technology Coordinator*

**QUALIFICATIONS:** Valid Kansas license at the appropriate level with applicable endorsement(s)

**REPORTS TO:** Building Principal

**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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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. Complete other duties as assigned by the Technology Director.

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

**EVALUATION:** Performance of this job will be evaluated in accordance with K.S.A. Chapter 72 Article 90.

**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

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