

AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION
TECHNOLOGY COORDINATOR

Classification: Classified Management
Salary Level: Classified Management Salary Schedule
Work Year: 260

JOB SUMMARY:

Under the general supervision of the Superintendent or designee, the Technology Coordinator serves as a technical resource to install, troubleshoot, and maintain hardware and software on instructional and non-instructional workstations and networks. In addition, organize and coordinate technology services and activities; develop, install, and maintain various software and information systems and applications for various departments; manage technical support for personnel; train and supervise the performance of assigned personnel.

SUPERVISOR: Superintendent or designee

ESSENTIAL RESPONSIBILITIES:

- Oversees the day-to-day operations of the District's Technology department, including administration of policies and procedures, implementation of goals and objectives and the supervision of technical support staff; coordinate, monitor and maintain application systems; supervise, coordinate, and evaluate technical support staff; collaborate with department staff on the development of long and short-term goals; participate in the creation of network policies.
- Serves as a resource for administrators to identify and address diverse technology issues and incorporate emerging technology ideas and trends; assist staff and users with troubleshooting network problems; works with administrative staff on the development of long and short-term goals for the department; coordinate requests from other departments for assistance with the automation of school and District functions and networked systems.
- Prioritizes departmental task, assignments, and objectives; coordinate high priority calls for technical staff, when necessary; coordinate and manage outstanding requests from District staff; evaluate and recommend school and District software and hardware purchases.
- Utilizes and supervises student help and provides students an opportunity to develop skills in the use of technology resources;
- Maintains the complete inventory of hardware and related records for District technology equipment. Monitors all annual licenses and prepares necessary forms to renew and request payment for all District software;
- Oversees the technology systems that support student records management systems and allow for reporting to appropriate state and federal agencies;
- Assists with District's website in design and knowledge base edits; serve as a liaison between District and external technology vendors

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- Oversees the department budget, expenditure of department allocations; submits status reports to Chief Business Officer, as requested; oversees the computer network security, including access, data integrity, and confidentiality of files; oversee, maintains, and monitors the network servers and application services.
- Monitors the various systems to ensure reliability, availability, and wireless and firewall security. Analyzes system configuration and hardware problems, and performs and oversees modification, repair, or other solutions;
- Systematically plans for the development and implementation of new, efficient, and effective operating systems that maximize District resources;
- Serves as District liaison to San Benito County Office of Education (SBCOE), State and Federal government, and outside vendors for technology-related District matters;
- Provides hands-on training on new technology equipment and software programs for staff systems users;
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Knowledge of current industry best practices, current, and emerging technologies, and a demonstrated ability to utilize that knowledge to propose to the Superintendent and leadership team strategic and tactical directions appropriate to the technologies under their direction;
- Expert knowledge of systems development and maintenance techniques, computer systems management practices, principles of electronic data communications, operating system design and structures, management of local area networks, telecommunications equipment, and systems, and effective methods of communication.
- Knowledge of current information technology including Enterprise Resource Planning, student systems, network infrastructure, voice/data systems, security systems and desktop/mobile hardware and software; Knowledge of application software, programming and operating systems required;
- Skill in aligning and leveraging technology for the advantage of the District; Knowledge of and experience in the education industry desired.

Ability to:

- Successfully assess and apply best practices and/or current technologies to enhance the attainment of the District's educational and technological objectives;
- Execute and deliver technologies efficiently and effectively;
- Develop a work schedule that is efficient and equitably provides technology services to all District locations;
- Travel between all District locations to conduct work; Respond to regular and emergency calls

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- Be available during and outside normal business hours as necessary to install, update, or repair District equipment and software to ensure all technology is in the proper working condition;
- Work in a participative, collaborative manner with school employees, administrative employees, and external partners as appropriate in the development and implementation of new technologies;
- Excellent verbal and written communication skills in addition to being a strategic thinker, creative problem-solver, team player, and results-oriented leader;
- Ability to analyze, interpret, and use data in decision-making
- Possess a balance of strong management abilities with superior technical knowledge.

Physical Abilities:

- Requires vision (which may be corrected) to read small print Requires the mobility to stand, stoop, reach, and bend
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects Requires the ability to stand for long periods
- Requires the ability to walk long distances
- May be required to perform work that involves the frequent lifting, pushing, and/or pulling of objects that may weigh approximately 50 pounds
- May be required to work around moving mechanical parts May be required to work around electrical current

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university in computer science or a related field; and three to five years' experience being progressively responsible in a similar-sized organization in the field of computers and technology management
- Experience in managing technology systems in a public sector organization, preferably a K-12 school system, is desired;

LICENSES AND CERTIFICATIONS:

- Certification as a Microsoft Professional, CISCO, or similar equivalences for networks with supplemental training in Internet support;
- Valid California Driver's License

WORKING ENVIRONMENT

This position is an indoor office work environment, visitations to the sites, travel, driving a vehicle to conduct work, daily contact with staff, fast-paced work, and constant interruptions.