

CASEY-WESTFIELD CUSD #C-4

JOB DESCRIPTION

Position Title: Technology Coordinator

Department: Technology

Location: District

Reports to: Superintendent and Building Principals

Approval Date: 11/21/22

SUMMARY

Coordination and implementation of technology use in the classroom; setup and maintenance of hardware and software; provide on-site technical support and training in a 1 to 1 classroom environment.

DUTIES

1. Promote and lead the implementation of industry best practices, methodologies, tools and programs in support of the District's educational technology
2. Maintain the District's networks including the WAN, Wireless Bridges, Wireless Access points, Windows Servers, network switches, network routers, Internet Filters and Internet access.
3. Responsible for staff and student network access and security settings including Google Workspace for Education, Admin Console settings, Windows Active Directory including policies and login creation.
4. Develop and manage the technology budget, including online software subscriptions, 1 to 1 devices and network equipment utilizing outside funding sources (E-Rate, Grants, Technology Loans, etc.) if available.
5. Supervise all functions of the District's data processing, including local, state, and federal reporting and ensure compliance for all necessary reporting.
6. Direct and coordinate use of e-mail, District websites, web tools, VOIP phone system (paging, bell schedules), and other forms of communication including building access and security (key fob system, security cameras)
7. Maintain accurate inventory of server, network, 1 to 1 devices and all technology related equipment.
8. Assure District compliance with all Student Data Privacy Laws and Data Security Regulations along with maintaining confidentiality with respect to students, personnel, administration and the Board of Education information and data.
9. Disseminate technology-related information throughout the district via web pages, newsletters, e-mail, presentations at district and building level staff meetings, etc.
10. Supervise and work directly with the Technology Coordinator Assistant
11. Perform other duties as requested and assigned by the Superintendent or building Principals.

QUALIFICATIONS

1. Preferred - Degree in Information Technology or related field.
2. Expertise in using a variety of systems including, Google Workspace for Education, Chrome OS, Microsoft OS, Microsoft Server
3. Experience in troubleshooting, and maintaining LAN and WAN networks, desktop computers, Chromebooks, Windows servers and computer-related equipment.
4. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

5. Demonstrated proficiency as well as a demonstrated commitment to the use of educational technology.
6. Such alternatives to the above qualifications as appropriate and/or acceptable.

SCHEDULING

Hours may vary based on school district needs.