

## **TECHNOLOGY MAINTENANCE/SYSTEMS COORDINATOR**

CLASSIFICATION: Supervisory

### JOB SUMMARY:

Under the direction of the Director of Facilities and Bond Construction Management, the Technology Maintenance/Systems Coordinator shall be responsible to direct, manage, supervise, plan and coordinate the activities and operations of the District's technology. The Coordinator will provide leadership and guidance in the implementation of district wide educational technology; as well as create and maintain vision and budgets for the District's technology that creates an environment in which advanced technology supports all aspects of district business and educational endeavors.

### ESSENTIAL DUTIES

- Supervises and evaluates the District's Technology Specialists and Assistants.
- Maintains communication and works in a collaborative manner with District administrators, principals, and directors to facilitate decision-making and problem solving in the areas of computer and technology services.
- Provides leadership in developing a comprehensive District Technology Plan.
- Participates in development and implementation of departmental goals, objectives, policy priorities, standards and procedures.
- Directs and coordinates staff development in technology.
- Maintains District technology budget ensuring efficient program operations and complying with established fiscal guidelines.
- Evaluates hardware and software to ensure suitability, compatibility and economy prior to purchase.
- Coordinates the assessment of current and future technology requirements of the District.
- Directs and helps maintain the District website.
- Serves as network administrator responsible for documentation, backup and restoration, security, virus protection, performance monitoring and use access rights.
- Plans, installs, configures, maintains and updates network or application software including operating systems, security, utilities and file management.
- Maintains software site licenses and supervises proper legal and software usage.
- Works to set standards for technology use for students and instructional staff.
- Creates and maintains staff user accounts.
- Coordinates departmental and district training needs relative to technology.
- Delegates responsibilities and tasks as necessary to ensure highest departmental organization and response to user needs.
- Contributes to the leadership and direction in technology planning, assessment programs, equipment acquisition, applications development, and establishment of standards for hardware and software.
- Prepares bid requests, evaluates proposals and oversees vendor contracts.
- Manages and implements technology grants and related budgets.
- Plans, installs, configures, maintains and troubleshoots network hardware including cabling, servers, workstation network interface cards, bulbs, tape back-up units, bridges and routers.
- Maintains a variety of records and logs related to installation configurations, inventory, cabling and equipment maintenance and licenses.
- Drives district's or own vehicle(s) for the purpose of transporting and delivering technology and/or equipment and self from one district site to another as needed.
- Interfaces with vendors for support of computer hardware and software.
- Coordinates with District/Site Technology committees.

- Coordinates with County Office of Education in technology matters.
- Performs other related duties as assigned.

#### EMPLOYMENT STANDARDS:

##### Knowledge, Skills and Abilities:

- Knowledge of current K-12 instructional practices; principles and techniques of education technology; principles and techniques for project planning, scheduling and control; broad knowledge of public sector business practices; emerging trends in instructional technology and management of budgets.
- Detailed knowledge of Windows, Mac, iPad, ChromeBook, Android and other related hardware software.
- Knowledge and experience with Student Information System.
- Detailed knowledge of Windows 7, 8, Server 2008, Server 2012, OSX10.6+, OSX Server, iOS6+, Android OS.
- Knowledge and experience with mobile deployments including iPads and ChromeBooks.
- Knowledge and experience with Google Apps for Education and Google Management Console.
- Knowledge and experience with Apple Volume Purchasing Program, Apple Configuration and Mobile App Deployments.
- Knowledge and experience with current industry networking systems and connectivity, wireless access point and switches. Knowledge of cross platform solutions and cabling strategies.
- Knowledge of principles and procedures of record keeping and computer data back-up methodologies.
- Ability to interpret and implement rules relating to district policies.
- Ability to supervise the technology department staff.
- Ability to establish and maintain cooperative working relationships and to work as part of a team.
- Utilize appropriate professional channels for communicating personal/professional concerns.

##### Physical Effort/working Environment:

While performing the duties of this job, the employee may lift and/or carry equipment and supplies weighing up to 30 pounds on a routine basis and occasionally lift/carry equipment and supplies weighing up to 75 pounds. Bend, crouch, kneel, crawl, twist, and stoop in confined spaces while installing computer equipment and cables. Push/pull equipment and cables, reaching in all directions. Sit at a desk for extended periods of time.

Licenses and Certifications: A valid California driver's license. ~~Certified Novel Administrator or Engineer preferred.~~ Microsoft Certified Professional (MCP), Juniper Networks Certified Associate (JNCA) preferred. Knowledge of SQL is preferred.

##### Education and Experience:

Equivalent to completion of Bachelor Degree in computer science or related field. Two (2) to five (5) years of directly related experience, including overseeing technology implementation, system development and computer/data processing training. Recent training in systems environments.