

Cook County Schools is seeking a full time Technology Coordinator to start As Soon As Possible.

Cook County is located in the northeast corner of Minnesota in the Superior National Forest, along the beautiful north shore of Lake Superior. Our close-knit staff is full of exceptional people providing excellent educational services to a diverse student body.

Job Title: District Technology Coordinator Cook County Schools ISD166

Immediate Supervisor: High School Principal

Job Summary: Provides leadership and direction to the district technology program, including services, facilities, budget, equipment, personnel and operation of student and administrative computer systems and programs. Participates in creating the district's technology plan. Conducts duties and responsibilities with minimum supervision. Provides professional development opportunities in the area of technology to faculty and staff. Provides consultation and direction regarding LAN and WAN infrastructure and other technologies management.

Qualifications:

Education and/or Experience: Associate's degree (AA) or equivalent from two-year college or technical school and at least 2 years experience in related field. Three years of experience can be substituted for AA degree.

Interpersonal Skills: Works well with others. Focuses on resolving conflict; maintaining confidentiality; listening to others without interruption; keeping emotions under control; remaining open to others' ideas and contributing to a positive team spirit. Demonstrated ability to successfully work with staff, students and public.

Language Skills: Ability to communicate fluently, verbally and in writing in English. Ability to present information and respond to questions effectively in one-on-one, small group situations involving students and/or school staff. Ability to verbally respond to written and verbal inquiries from students and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and area. Ability to apply concepts of basic geometry, fractions, percentages, ratios and proportions to practical situations.

Computer Skills: Must have demonstrated computer competency in a wide spectrum of functions. Must have demonstrated ability to provide support for District Student database software and support for all district technology programs. Ability to efficiently and effectively utilize e-mail, Internet software spreadsheets and word processing technology programs: Ethernet cabling (cat5, cat5e, cat6), Microsoft Windows Server 2008 and 2016, MS Office Suite 2007, 2010, 2013, Mac OS, iOS.

Other Skills and Abilities: Ability to appropriately communicate with students, teachers, parents, vendors and members of the community. Ability to meet timelines and exercise good judgment while working in a dynamic environment. Mechanical abilities needed for various small projects. Ability to be flexible to meet needs of overall school functions.

Duties and Responsibilities:

1. Administers the Local Area Network including cabling and wireless connectivity, user accounts and servers. Provides for security, backup and disaster recovery plan, and virus and malware protection. Oversees Internet access, managed and unmanaged network switches, access points, firewall, and filtering hardware and software.
2. Familiar with Active Directory, Microsoft Server Software, Microsoft Desktop applications, Apple iPads, and Mac os, Google Apps for Education, Google Chromebook, vlans, and virtual servers and workstations.
3. Administers IP phone server and system.
4. Administers digital surveillance server and system.
5. Administers Telecenter and school time system which includes wired and wireless clocks and bells system.
6. Administrate the Infinite Campus Student database application.
7. Participates in the purchasing process and grant writing as requested by staff
Participates in funding programs such as E-Rate and Telecom Equity Aid as requested by administration.
8. Provides one-on-one and group training as requested.
9. Oversees and provides training for student interns and/or part-time technology staff
10. Participates in short and long range technology planning; analyzes and monitors staff needs and equipment.
11. Participates in regional groups and consortiums providing technical services, training and technical support to Cook County Schools.
12. Maintains the Helpdesk and responds to user questions and problems, Keeps accurate inventories of all hardware, software, and licensing.
13. Assist staff with integrating technologies into the classroom.
14. Work closely with the District Assessment Coordinator (DAC) in configuring devices for online testing.
15. Chairs the District Technology Committee.

16. Adheres to the annual technology budget.
17. Other duties as assigned.

APPLICATION DEADLINE: Open Until Filled

APPLICATION PROCESS: Submit letter of interest, resume, and three letters of reference to:
ppuskala@isd166.org

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