

COORDINATOR OF TECHNOLOGY SERVICES

JD LOCATOR: 2.21.2

Adopted: 11/09

REPORTS TO:	Director of Instructional Media and Technology
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of certified staff.

JOB SUMMARY

To analyze, design, and implement existing and proposed information and computer systems for feasibility, time and money requirements, and meeting necessary/mission critical standards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Serves as liaison extensively with external and internal clients to gather client requirements for information systems operation.
2. Translates client requirements into highly specified project briefs.
3. Produces project feasibility reports.
4. Identifies options for potential solutions and assesses the options for technical and business stability.
5. Creates data flow and entity relationship diagrams to show how data flows from one part of the information system to another and to show how entities interact with each other.
6. Creates logical and innovative solutions to complex information systems and computer systems problems.
7. Compiles specific proposals for modified or replacement systems and present these proposals to the Media and Technology Department and the School Board.
8. Works with district administrators and media/instructional technology and technical staff to develop district policies and procedures consistent with state and national law and standards designed to accomplish program goals and objectives.
9. Evaluates district information systems, including assessment of resources, equipment, space, services, and usage.
10. Cooperates with administration and media/instructional technology and technical staff to develop and implement plans to maximize use of technology, data search and retrieval, and newly developed instructional and management approaches.
11. Works closely with developers and a variety of end users to ensure technical compatibility and user satisfaction of information systems.
12. Works closely with the Director of Instructional Media and Technology to prepare a budget to meet the technology needs of the district.
13. Works closely with Operational Services, Director of Instructional Media and Technology, and technical staff to determine equipment and services to request for e-rate funding, prepare district e-rate applications, and manage the ongoing process to receive discounts for eligible services.
14. Establishes efficient procedures for repair, implementation, and maintenance of the district network, software programs, online resources, and technology equipment for instructional and administrative purposes.
15. Ensures project budgets, deadlines, milestones, and goals are met within their constraints or within acceptable overages.

16. Completes testing schedules and regimens for newly implemented information systems and oversee the execution of the testing.
17. Oversees the implementation of all aspects of the new information systems.
18. Assists the Director of Instructional Media and Technology in the preparation of the district technology plan and required state/national reports.
19. Keeps up-to-date with technical and industry sector developments to ensure new system development is as technologically advanced as possible.
20. Assists the Director of Instructional Media and Technology in an ongoing program of in-service education for teachers in the use of technical skills and new equipment.
21. Develops and coordinates a program of integrating new technology into the curriculum to develop the technical skills of students and teachers.
22. Researches and evaluates the purchase of equipment and resources for teachers and staff to keep abreast of educational trends and strategies.
23. Provides emergency assistance as required to maintain district technology services.
24. Performs other duties and responsibilities as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

1. Participates in the recruitment, interviewing, and assignment of computer technicians and technical staff.
2. Supervises technical staff to ensure efficient procedures are followed in the purchase, installation, maintenance, updating and repair of the district network, software programs, online resources, and technology equipment for instructional and administrative purposes.
3. Facilitates and encourages the computer technicians and network staff to communicate professionally and effectively with district and building level administrator, library media/instructional technology staff, teachers, and classified staff.
4. Evaluates the job performance of district computer technicians and network staff.
5. Assists principals in the supervision of instruction utilizing new and innovative technology in the classroom.

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Four-year degree in computer information systems, computer science, or information systems management; or equivalent experience.
2. Knowledge of the system development life cycle and its use in analyzing computer information systems in respect to business processes.
3. Knowledge of business processes and functions and resource planning strategies for business operations.
4. Knowledge of various network protocols and strategies, computing operating systems, information system security, data processing strategies, and system development strategies.
5. Ability to conduct professional and effective interviews with faculty, staff, and employees to meet district needs.
6. Knowledge and experience managing network operating systems, including Mac OS x Server and Windows 2000 Server.
7. Management or supervisory experience.
8. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relations, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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