Job Title: Technology Coordinator
Reports To: Superintendent/Principal

JOB SUMMARY

This position assists District staff and students in maintaining and using District wide technology to meet District objectives. Employee must be able to provide support services to students and staff for technology services District wide.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Evaluates technology and makes recommendations for requisition of new electronic and printed educational materials.
3. Manages and maintains a technology support program (computers, network, power, hardware, software, upgrades, cell phones etc.) District wide.
4. Upgrades and installs computer hardware and instructional software and programs on all local computers.
5. Installs, troubleshoots, maintains all computer and network problems and make repairs, as needed.
6. Assists teachers and administration in the selection of electronic and printed educational materials.
7. Acts as District network administrator.
8. Acts as a technology liaison for the District.
9. Assists in budgeting and costing-out technological projects or equipment.
10. Maintains a comprehensive and efficient system for cataloging all educational technology resources and materials, and instructs teachers and students on use of systems.
11. Maintains and makes repairs to all computer and cell phone equipment.
12. Orders and inventories all technology equipment as budget allows.
13. Assists with training of all personnel in the use of the computer network and all of its applications, including student work and training, e-mail use, internet access, etc.
14. Troubleshoots and finds solutions for the electronic equipment in the building.
15. Organizes and writes systems documentation and inventories.
16. Maintains file servers, wireless devices, routers etc.
17. Provides adequate back-up resources for programs and files on the building systems.
18. Assists in data security and access to computer systems.
19. Maintains system availability by working directly with appropriate support personnel to correct network problems.
20. Maintains network operating systems and all vendor supplied utilities at the most current release.
21. Maintains a high technical skill level in the areas of networking, writing technology, cell phone data, LANs/WANs, modems and other aspects of data communications and maintenance.
22. Maintains up-to-date knowledge of available computer software and computer usage in schools; upgrades computer skills as needed.
23. Coordinates network software upgrades with minimum interruption of service to the end users.
24. Provides network utilization and capacity planning information and recommendations.
25. Coordinates technology related vendors and purchases.

26. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
27. Appropriately maintains and secures confidential records and inquiries.
28. Maintains appropriate certifications and training hours as required.
29. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.

SUPERVISORY RESPONSIBILITIES

Supervises hired Technical Assistants and student Technical Assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or at least three years' related experience and/or training or equivalent combination of education and experience. Bachelor's degree (B.A.) in technology or related field or equivalent strongly preferred. Prior successful experience working as network administrator, in a help desk, network set-up and/or troubleshooting position strongly preferred.

- **Interpersonal Skills***:* Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building 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 effectively present information and respond effectively to questions in one-on-one, small group situations to students and other 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, area, circumference and volume. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations.

- **Reasoning Ability:** Ability to define problems. Collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- **Computer Skills:** Must have demonstrated computer competency in a wide spectrum of functions. Must have demonstrated ability to provide support for the District 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 including: Ethernet cabling (cat5, cat5e, cat6), Linux (Fedora), Microsoft Server Exchange, MS Office Suite (Word, Excel, Access, PowerPoint, Outlook), Windows Server 2003 & 2008, Mac OS X and Windows XP. Demonstrated ability to learn, apply and teach computer technology skills rapidly. Ability to type accurately and proficiently. Ability to use other computer peripherals.

- **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.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card, Oregon Driver License and technology related certification(s) (Microsoft, Servers, etc.).

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 talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 35 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.

The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) combined with a school setting and server room(s). The noise level in the work environment is usually low to moderate but occasionally high depending upon the student population and activities. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: **Date:**

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