TITLE: TECHNOLOGY COORDINATOR

QUALIFICATIONS:
1. Bachelor's degree or higher in job related area (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology or other equivalent disciplines)
2. Strong understanding and experience setting up, configuring, and managing network components.
3. Strong understanding and experience working with MS Active Directory, group policies, security groups, and network logon scripting.
4. Setup and operational knowledge of Windows 7 and 10, Microsoft Server and Mac OS.
5. Excellent troubleshooting skills – ability to narrow down the cause of an issue and determine a solution.
6. Demonstrated ability to communicate with and work well with all levels within an organization specifically working effectively within the culture and processes used in educational organizations.
7. Highly organized with strong project management skills, and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines.
8. Knowledge of classroom technology including SmartBoards, clickers, document cameras, sound systems, projectors, cameras, etc. a strong plus.
9. Knowledge of student data system (i.e. SAM7)
10. Basic understanding and ability to develop a website.
11. Proven ability to negotiate and work with vendors and consultants.
12. Proven ability to work effectively with parent, community and staff on various organization-wide, and Technology Advisory Committees.
13. Experience supervising staff.

REPORTS TO: Superintendent

SCOPE OF WORK:
The Technology Coordinator will provide leadership and assume management responsibility for the direction, coordination, integration and implementation of technology across all school district buildings and departments. The Technology Coordinator will be responsible for planning, purchasing, installing and maintaining physical technology systems of the District in a condition of excellence enabling full educational use of technology at all times in compliance with local, state, and federal regulations and requirements. Technology Coordinator is a hand on position with responsibilities that range from strategic and long range planning and implementation of system-wide technology solutions, to providing one-on-one and group training and support.

JOB GOAL: Provide training, support, and coordination of technology aspects to the school and/or district in the implementation and integration of technology.

PERFORMANCE RESPONSIBILTIES:
1. Attends various events for the purpose of communication and/or gathering information required to perform the functions of the job.
2. Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents, and others consistent with district operating guidelines and regulations.
3. Communicates technology related activities in a timely manner to all stakeholders.
4. Directs the installation of technology systems (e.g. hardware, software, systems, wiring, specialized applications and tools) and tools for the purpose of ensuring the safe, timely and efficient installation of technology equipment and services.
5. Maintains technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, network) for the purpose of ensuring that systems are functioning properly and effectively in support of district administrative and educational operations.
6. Manages procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and /or services are consistent with local, district and state regulations.
7. Oversees functioning of the technology operations of the district for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions of the district.
8. Prepares a wide variety of documents, reports and materials (e.g. reports, policy and procedure documents, emails, memos, correspondence, budget, specifications, plans and drawings, analysis and test results, and cost estimates) for the purpose of providing necessary information to support district operations, including reporting internally and externally to the state or federal agencies, and other entities as required by district, state and/or federal regulations.
9. Researches outside funding opportunities and grants for the purpose of providing additional funding to enhance technology within the district.
10. Supervises assigned tech assistants.
11. Supports the implementation of operational and educational technology initiatives for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training and providing information to others to ensure successful implementation.
12. Tests technology applications, tools and programs for the purpose of assessing proposed products, programs or tools to provide feedback for the administrative decision processes, to ensure appropriate acquisition of educational and operational technology solutions and to assist others with these functions.

TERMS OF EMPLOYMENT: Salary and work year established by Hollandale School District

EVALUATION: Performance of this job will be evaluated annually by the Superintendent.