

COORDINATOR OF TECHNOLOGY

Reports to:	Assistant Superintendent Director of Instructional Technology
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	12 Months according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

Provide leadership, direction and planning for technology services to include academic computing, administrative computing, video systems, and telecommunication systems as well as satellite, telephone (digital and analog), and data circuits, necessary to support all facets of district operation, including instruction and administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Supervises the daily activity of subordinates to ensure quality, accuracy and integrity of all work performed by the department for its clients.
- Oversee the District's WAN infrastructure, voice and data networks, Internet Access to include Internet filtering, system-wide servers and e-mail system.
- Provide required administrative and technical support for curriculum, staff development and instructional technology components.
- Research, evaluate, and make recommendations for hardware and software for the district instructional technology program.
- Develop and maintain information systems plans and implement technology strategies to ensure that the information systems support current and future district technology needs.
- Communicate and support expectations that are consistent with district objectives, and employ an effective communication process that includes listening to all constituents.
- Direct and/or coordinate the development of specifications for the procurement of hardware, software, telecommunications and support services required to support district operations and planned projects.
- Oversee all purchasing, ordering, receiving, and installing of hardware and software for both the district instructional and administrative technology systems, while ensuring that programs are cost effective and funds are managed prudently.
- Prepare and administer technology budgets as required, compile budgets and cost estimates based upon documented program needs and determine the fiscal needs of programs and ensure that fiscal resources appropriately address these needs and conform to the Technology Support for the school district.
- Serves as a liaison for MORENet.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.

SUPERVISORY RESPONSIBILITIES:

District and Building Technicians.

QUALIFICATION REQUIREMENTS:

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:

- Bachelor's Degree required, Master's Degree, preferred.
- Three years experience in public and educational administration including three years of increasingly responsible technical personnel experience.
- Appropriate Missouri Administrative Certification, if applicable.

COMMUNICATION SKILLS:

- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Must have expanded knowledge of computer hardware and software.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff, the school community, and industry personnel.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.

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 sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand, climb, and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

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 noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

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

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Revised: SY 2004-2005