

Position: Technology Coordinator

Reports to: Superintendent

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Provide technical and instructional leadership expertise in the area of computer technology. This role includes hardware and software evaluation, maintenance and upgrading and to provide leadership throughout the district for the effective use of technology

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure internet and network security/safety of staff and students
- Lead, in cooperation with the the development, implementation, and ongoing revision of the district's technology plan
- Create an equipment and network replacement plan for all hardware including WAPs, PCs, Chromebooks, switches, etc.
- Coordinate the development and implementation of plans for the acquisition and maintenance of infrastructure, computer-related hardware and software
- Developing and maintaining an inventory of district-owned hardware, software and related equipment and materials
- Assist in reviewing and evaluating new commercial software
- Design and deliver professional development activities related to the integration of technology across the curriculum to improve teaching and learning
- Create a technology budget in conjunction with Treasurer
- Provide support to teachers in incorporating state technology standards
- Provide support to Curriculum Director and Student Services Director in district and student-specific initiatives
- Facilitate community communication through the district web page, social media, and the emergency notification system
- Facilitate the creation and deletion of staff accounts (AD, Google, PSW, etc.)
- Plan, file, and implement eRate funding for district
- Manage, instruct, and assist with the district GradeBook and SIS
- Implement and facilitate a student privacy plan and procedure
- Implement and facilitate a cybersecurity plan
- Recommend the purchase of computer hardware and software
- Coordinate the distribution of computer hardware and software in the schools
- Chair the Technology Advisory Committee
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students, and parents
- Promote good public relations
- Attend meetings and in-services as required

Other Duties and Responsibilities:

- Represent the district in working with outside experts, service providers and other professionals, including serving as a liaison with state and county personnel
- Coordinate tasks with office and administrative personnel and others whose work relates to the use of technology
- Seek and monitor the implementation of grants, gifts and similar programs that support the use of technology
- Share and use information with Board, administration staff and community
- Recruit, assign, and evaluation of personnel having responsibilities in the technology department
- Participate in the development of policies and procedures relating to technology

- Make contacts with the public when necessary
- Provide formal and informal in-house training
- Serve as a role model for students
- Perform other duties as assigned by the Superintendent
- Respond to routine questions and requests in an appropriate manner

Qualifications:

- Teaching license and at least 5 years of experience in the field
- Masters in Instructional Technology required
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening
- Organizational and problem solving skills
- Extensive knowledge of computer networks
- Budgeting skills
- Extensive, up-to-date knowledge of computer-related technology and equipment
- Wide Area Network (WAN) understanding and experience preferred
- Experience with grant writing and/or reading

Equipment Operated:

- Telephone
- Windows and ChromeBook
- Copier
- Motor vehicle
- Various hand tools

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to school on all scheduled workdays including calamity days
- Occasional interaction among children
- Occasional requirement to travel
- Occasional evening and weekend work
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Frequent need to lift, carry, push and pull various items up to a maximum of 50 pounds

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education
Adoption date: April 15, 2024