

**ANTELOPE ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
TECHNOLOGY COORDINATOR**

POSITION: Technology Coordinator

TERMS OF EMPLOYMENT: 215 Days, 12 Month

REPORTS TO: Superintendent or Chief Business Official

MINIMUM QUALIFICATIONS:

- Five years of recent and progressively responsible experience in the field of computers and technology management
- Experience in a public education setting is preferred.
- High School Diploma or equivalent.
- Demonstrated knowledge of: Any one or combination of any of the following would be qualifying:
 - Information systems
 - Information security best practices
 - Desktop productivity software
 - Network Management.

GENERAL SUMMARY

Under the direction of the Superintendent/CBO, the Technology Coordinator plans, recommends, organizes, and directs District-wide technical and resource services in the installation, configuration operation, repair, maintenance, troubleshooting, and diagnosis of computer hardware, peripheral equipment, and software for electronic devices, the installation of software and access rights and security. Has oversight responsibility for District technology and networks, manages and assists with troubleshooting, and local- and wide-area network cabling. Diagnoses network hardware and peripheral equipment. Provides user support, training, and assistance to staff. Performs other essential job-related work as required.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Provides leadership in developing and fulfilling District Technology Plan.
- Coordinates the assessment of current and future technology requirements of the District.
- Evaluates hardware and software to ensure suitability, compatibility and economy prior to purchases.,
- Maintains software site licenses and supervises proper legal and software usage.
- Supervises the maintenance and repair of computers, telephones, voice and data systems, information systems and internet services.
- Participates in the development and implementation of department goals, objectives, policy priorities, standards and procedures relative to technology.

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- Understands and prepares bid requests, evaluates proposals, and oversees vendor contracts relating to technology. .
- Supervises and directs technology staff in providing technical supports to staff and students.
- Maintains District software and hardware inventory, including management of e-waste.
- Documents existing technology infrastructure and maintains up-to-date records.
- Supervises and assists with data integration between district data assets; performs data analysis and data cleansing.
- Oversees e-rate application and documentation
- Represents the District on district, county, regional and state informational technology committees./networks as requested and /or assigned by the Superintendent.
- Maintains expertise through professional development opportunities, networking, and coursework.
- Creates and maintains staff and student user accounts.
- Manages all laptops, chrome books, and printers for students and district staff.
- Provides input on technology purchases and negotiates costs on behalf of the district.
- Helps to maintain district websites when needed.
- Oversees construction projects and contracts as they apply to technology services.
- Collaborates with the Director of Curriculum for the ongoing professional development of district staff.
- Coordinates with County Office of Education in technology matters.
- Collaborates with the Maintenance Supervisor or Designee to design, maintain, and improve services available to students and staff.
- Serves as Network Administrator responsible for monitoring, documentation, backup and restoration, security, virus, protection, performance monitoring and user access rights.
- Maintains effective working relationships with department directors, school administrators, other district staff, vendors, students, consultants, and others as required.
- Maintains a high level of confidentiality of sensitive and confidential information.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Employee must possess the knowledge, skills and abilities to complete the essential job duties above, specifically:

- Understanding of the technical support needs of a school district as they apply to administration and instruction.
- Knowledge of current K-8 instructional practices and emerging trends in interactional technology.
- Ability to design, install and maintain technology integration in the classroom and administrative offices.
- Knowledge of current industry networking systems and connectivity.
- Knowledge of principles and procedures of record keeping and computer data back-up methodologies.

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- Ability to adhere to and meet designated timelines.
- Knowledge of principles and techniques for project planning, budgeting, implementation and monitoring of educational technology systems.
- Develop and present effective and efficient presentations
- Ability to perform the essential function of the job.
- Ability to deal with a wide range of personalities and situations while maintaining diplomacy, friendliness, and poise.
- Ability to work under stress in a calm manner.
- Ability to meet critical time lines in a highly conscientious manner.
- Assists others when time allows.
- Ability to establish and maintain effective working relationships with others.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS

- Requires hearing, speaking and writing skills to exchange information and make presentations.
- Requires good vision.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials,. Lifting or moving objects normally not exceeding fifty (50) pounds.
- Ability to work both inside and outside at times.

CONTACTS

- Daily contact with District staff,
- Occasional contact with parents, community members and outside agency personnel.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

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Created: 5-11-2023 Revised: _____

APPROVED

Print Name: Tammy Harrio Title: CBO

Signature: J. Harrio Date: 5-11-2023

Board Approved May 11, 2023
