

Armored School District Job Description Technology Coordinator

Title: Technology Coordinator
Qualifications: 1. Bachelors Degree in Business Administration with emphasis in Information Systems or
Bachelors Degree in Computer Science or
Bachelor's Degree in Computer Engineering
2. Computer certifications as appropriate
3. Other qualifications that the Board may deem to be acceptable and appropriate
Reports To: Superintendent
Job Goal: To provide professional service in all areas of electronics from the planning phase to implementation and the service and maintenance of the system

Mission and Goals

- Works with the Superintendent and those whom he/she supervises to articulate and promote the school system's vision of learning and teaching
- Monitors and evaluates progress toward accomplishment of system goals and objectives
- Develops goals, objectives, programs, and operations that are consistent with school system vision, mission, and goals
- Ensures that program plans are consistent with the system's strategic plan
- Creates, identifies, encourages, and supports innovative ideas that in turn support learning and teaching in the schools

Management of Educational Resources

- Selects and utilizes personnel to meet the needs of the school
- Administers the finances of the district with sound fiscal management and educational practices
- Assists with the development of the budget and makes allocations to schools in an equitable manner
- Achieves maximum results for available resources and money spent
- Understands and utilizes technology effectively

District Responsibilities

- Provides IT support for all users
- Provides local LAN, Hardware, and software support
- Designs, installs, and maintains LAN hardware configurations including file servers, e-mail servers, application servers, desktops, and laptops
- Repairs and maintains all computers
- Installs and maintains network wiring facilities
- Evaluates, acquires, tests, and installs all desktop, server and client software, and ensures licensing compliance
- Resolves all inter-software compatibility issues
- Supports network service (DNS, DHCP, Remote Access)
- Installs software and hardware upgrades
- Submits SIS reports
- Supports/generates report cards, transcripts, and other documents as needed
- Manages sound systems for school programs

Purchasing and Maintenance

- Compiles computer specifications for bids
- Assists in the purchase of computer/electronics/software
- Schedules repair calls on electronic equipment
- Plans and directs training to ensure the quality of the technology department
- Supervises yearly maintenance on District computers and other technology resources
- Works with contributors to accept donated equipment
- Maintains a computer/technology repair inventory
- Performs monthly and yearly preventive maintenance schedules
- Directs and accounts for equipment in the Fixed Assets inventory
- Complies with all bidding and purchasing regulations

General Responsibilities

- Develops a three-year plan on technology in the District
- Evaluates and develops procedures for timely and cost effective repair, up grading, and maintenance of technologies
- Assists school personnel with APSCN, Blackboard, and/or other applicable programs
- Assists and accommodates school personnel with internet usage
- Encourages staff, student, and community contributions to and involvement in the material displayed on the District web site
- Performs others duties as assigned by the Superintendent

Terms of Employment: Twelve months.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.