JOB DESCRIPTION: COORDINATOR OF TECHNOLOGY SERVICES

Reports to: Chief School Administrator (CSA)

Qualifications: Bachelor's Degree required or equivalent experience
Working knowledge of, and experience with, multi-platforms
(WAN/LAN, MAC/PC), networks and file servers.
Experience with educational software selection, hardware and
peripherals, and a solid background in troubleshooting in
PC platforms.
Experience in developing a program for maintaining and future
planning with regard to various types of computer systems.
Willingness to accept responsibility and to cooperate with school
personnel.
Excellent interpersonal skills.
Outstanding organizational skills.
Knowledge of multimedia

Certification: Computer Certifications required, a Bachelor's degree with
concentration in Computer Science preferred

Basic Function: Assist in the implementation of the district's Technology Program
by maintaining and being responsible for the district's computer
networks including all computers, servers, monitors and associated
peripherals. Implement and oversee system security measures.
Make recommendations for keeping the networks and their related
systems current. Maintenance of district telephone and email
systems.

Major Duties and Responsibilities:

1.   Manage the creation, maintenance and management of the district's local area
networks and wide-area networks.
2.   Provide network support, including installation of network hardware, software
and systems.
3.   Maintain district servers and provide ongoing back-up operations to ensure
preservation of data.
4.   Ensure the integrity of the district network and its smooth and efficient
operation.

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5. Implement and oversee system security measures pertinent to computer use.
6. Provide preventative maintenance, repair and safety procedures for school sites and district network related equipment.
7. Manage networked hardware and software installation and provide technical advice as needed.
8. Establish and maintain a complete inventory of all hardware and software.
9. Establish and maintain the computer repair inventory and update it on a periodic basis.
10. Responsible for administration of the district telephone system.
11. Manage infrastructure testing of the network relative to the administration of the PARCC Assessments on network computers.
12. Provide necessary cross training and information on network and server systems operation to the Coordinator of Instructional Technology to provide for back-up in the event of an emergency.
13. In cooperation with the Coordinator of Instructional Technology and the District Administrators, prepare and submit recommendations to the CSA for purchase of technical supplies and equipment, related to the network infrastructure.
14. Continue to update personal technological knowledge and skills.
15. Maintain confidentiality of computer access information.
16. Systematically participate in the implementation of the District's Three-Year Technology Plan.
17. Pursue funding sources such as national or state grants, foundations, business partners or community endeavors when possible.
18. Maintain affiliations with professional associations related to integrated technology
19. Perform other duties as assigned by the administration.
20. Work cooperatively with the Coordinator of Instructional Technology relative to the selection, installation, and implementation of administrative and instructional hardware and software to be recommended to the CSA for purchase

Evaluation: This position to be evaluated by the CSA in accordance with established district procedures.

Reviewed and Updated: **December 15, 2014**
Revised: **May 30, 2014**
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Approved Date: **July 13, 1998**