

POSITION DESCRIPTION

TITLE:	Technology Specialist	SUPERVISOR:	District Administrator
DEPARTMENT:	District-wide	CLASSIFICATION:	Executive Support Staff

I. **Accountability Objectives:**

The Technology Coordinator assists staff in enhancing learning through technology and leveraging technology to improve organizational process. They must work well with others, be skilled in project management, and have clear goals and strategies for integrating technology in instruction and leveraging technology to improve organizational process. Candidate must have a strong customer service orientation while supporting the district's mission and strategic plan.

II. **Position Characteristics:**

Salary: Set Annually by Board of Education

Length of Contract: 12 Months

III. **Position Relationships:**

Reports to: District Administrator

Coordinates with: District Administrator; building principals; district staff

IV. **Position Qualifications:**

A. Required Qualifications:

Minimum of an Associates Degree; Hardware/Software Technical certifications; five or more years' experience in a K-12 environment; knowledge of statistics; strong technology skills; experience with data management and analysis; strong research skills; experience working in computer science or information systems.

B. Desired Qualifications:

Successful experience and leadership in administering information data processing systems, local area networks, wide area networks, multi-media, and telecommunications. GAFE (Google Apps for Education) Certification; Cisco Network Certifications

C. Special requirements of the position:

Strong leadership and planning ability; ability to communicate effectively both orally and in writing; ability to develop effective interpersonal relationships; strong organizational skills; ability to take initiative.

V. **Position Responsibilities:**

A. Design, develop, coordinate and implement the District Technology Plan to ensure the appropriate integration of technology related activities within administrative operations and instructional programs Assume responsibility for operation of building local area networks and wide area network: emphasis on application software support and network security. Duties include the application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications.

B. Assume responsibility for operation of building local area networks and wide area network: emphasis on application software support and network security. Duties include the application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications.

- C. Plans for and coordinate installation of technology equipment, including preparing and submitting maintenance work orders for installation and relocation of computer equipment; coordinates installation and relocation with District maintenance personnel
- D. Communicate with vendors and District personnel to coordinate the implementation of computer systems, resolve issues related to computer needs, exchange and provide information.
- E. Analyze faulty software issues and determine source of trouble; resolve software issues; install new software as appropriate; verify proper operation. Duties include the analysis, documentation, and testing of computer systems or programs, including prototypes, based on and related to user of system design specifications.
- F. Stays abreast of state and national trends and issues in technology, student achievement, and assessment as it relates to all student demographic groups.
- G. Administers all information and telecommunication systems.
- H. Facilitates development and implementation of the District technology strategic plan.
- I. Troubleshoot minor and major computer equipment failures and coordinates computer systems maintenance activities; assures the maintenance of all computer equipment; schedules repairs of equipment.
- J. Work in conjunction with vendors to pull cable for telephone, computer, video, audio and related equipment.
- K. Act in liaison capacity with vendors, schools, departments, and other agencies regarding computer hardware, software, purchases, installation and maintenance. Function as the District's technology operations liaison with parents, professionals, businesses, community organizations, governmental agencies and other academic institutions.
- L. Assure compliance with federal, state, and local electronic codes and proper safety procedures.
- M. Maintain a variety of records including, but not limited to, inventories of hardware and software equipment.
- N. Attend meetings as directed, prepares presentation and makes recommendations pertaining to issues which impact areas of responsibility.
- O. Assist in planning the construction and renovation of district facilities related to technology.
- P. Maintain lines of communication with District facilities, and instructional departments concerning installation, repair and security of technology equipment.
- Q. Coordinate communications and provide information to administrators, other employees, and the public as necessary; interpret and explain District rules, regulations, policies and procedures related to the technology operations.
- R. Chair District Technology Committee and facilitate Districts technology committees to provide guidance in the development, implementation and assessment of the District Technology Plan.
- S. Assist in the preparation and maintenance of complex and confidential records, files, reports and administrative resources related to technology; organize and collect data and background materials to consolidate in the preparation of various reports.
- T. Serves as the technology operations resource and participates materially in grant writing and fund raising.
- U. Perform related duties as assigned.