Coordinator of Technology

General Definition of Work

Performs difficult skilled technical work supervising activities of the technology department, managing the wide area and local area networks, and related work as apparent or assigned. Work is performed under the limited supervision of the Superintendent. Departmental supervision is exercised over Computer Network Specialist.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages the Wide Area Network (WAN).

Conducts workstation hardware and software support.

Supervises and directs technology staff.

Develops and maintains the technology security and disaster recovery plans.

Installs and maintains data communications for the WAN.

Acts as the e-rate coordinator, local consortium coordinator and online testing technical coordinator.

Maintains the District website.

Knowledge, Skills and Abilities

Comprehensive knowledge of hardware and software manuals; comprehensive knowledge of technical manuals; comprehensive knowledge of applicable policies and procedures; comprehensive knowledge of hardware and software; comprehensive skill operating standard office equipment and applicable hardware and software; comprehensive skill operating servers, network switching equipment and printers; comprehensive skill using Microsoft related technologies; ability to direct and supervise the work of others; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with district staff, vendors, consultants and the general public.

Education and Experience

Associates/Technical degree with coursework in technology, or related field and considerable experience working in technology support with increasing responsibility, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force and frequent exertion of up to 50 pounds of force; work regularly requires standing, sitting, speaking or hearing, using hands to finger, handle or feel, lifting and repetitive motions, frequently requires walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling and occasionally requires climbing or balancing; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines and observing general surroundings and activities; work frequently requires exposure to the risk of electrical shock and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme heat (non-weather) and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

A+ certification.
Microsoft certification.
TIES TOAS security administrator training upon hire.

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