

TITLE: DISTRICT TECHNOLOGY COORDINATOR

QUALIFICATIONS:

1. Bachelors Degree preferably in computer science, or a concentration in education technology or equivalent work experience.
2. At least three years experience in educational technology leadership
3. Ability to work effectively with administrators, staff, parents, and community members for the improvement of the District's technology program
4. Strong skill set in human relations, communications, problem solving and organization
5. Experience with application and network infrastructures including switches, firewalls, routers, server, desktop and tablet operating systems.
6. Experience with telecommunications and ISP installations and configurations.
7. Experience with virtualization environments such as VMware.
8. Such alternatives to the above that the Board of Education finds to be appropriate and acceptable

REPORTS TO: Superintendent of Schools

SUPERVISES: Technology Department Staff

JOB GOAL: To provide leadership in the development, implementation and coordination of the District's technology needs; enhance instruction through technology across the curriculum; and, to promote efficiency across the District with the use of technology.

PERFORMANCE RESPONSIBILITIES:

1. Provide leadership for all aspects of short and long range technology planning (i.e., visioning, goal setting, program development, strategic planning, infrastructure design, project management, staffing, training, evaluation, budgeting);
2. Collaborate regularly with the Director of Curriculum and Instruction and the Director of Special Services to integrate educational, instructional, and assistive technologies into ongoing programs for all instructional areas and levels by identifying strategies and materials and by implementing activities for integration;
3. Directly responsible and manages for network and application infrastructure. Hands-on management of networking and server systems used to maintain the school District's applications including switches, routers, WIFI, virtual environments, telecommunications, firewalls and security systems;
4. Evaluate district and department processes and recommend and coordinate needed changes based on process analysis;
5. Supervise Technology Department staff;
6. Works with administrators, subject matter specialists and teachers in developing the District's technology program to achieve the State Core Curriculum Content Standards and the district educational goals and objectives.

Board Approval			
Agenda Date:		Resolution No.:	

7. Studies, evaluates, and, as appropriate, recommends to the Superintendent the adoption of new technology materials, methods and programs and the purchase of networking equipment, computer hardware, software and other instructional technology tools.
8. Oversee an inventory of the District's technology equipment and a log of equipment maintenance activities.
9. Develops and manages the sections of the budget that relate to technology.
10. Perform other related duties as may be assigned by the Superintendent.

**TERMS OF
EMPLOYMENT**

Twelve-month position; salary to be determined by the Board of Education

EVALUATION

Performance of this job will be evaluated annually in accordance with statute and Board policy