

## **Maxwell Unified School District Job Description**

### **JOB TITLE: TECHNOLOGY COORDINATOR**

#### **POSITION SUMMARY:**

Under the general direction of the Superintendent, plans, recommends, organizes, and provides District-wide technical and resource services in the installation, configuration, operation, repair, maintenance, troubleshooting, and diagnosis of computer hardware, peripheral equipment, and software for electronic devices, the installation of software and access rights and security. Has oversight responsibility for District technology and networks. Provides user support, training, and assistance. Performs other job-related work as required.

#### **ESSENTIAL FUNCTIONS:**

- Provides leadership and strategic direction in technology planning, acquisition of equipment, software, and computer system operations.
- Is responsible for updating District and site websites. Site websites may be delegated to site secretaries or other site staff member if agreed upon by the Superintendent, technology coordinator, and site secretary/other site staff member.
- Consults with administration to understand operational, functional, and instructional requirements; defines and implements strategies for meeting those needs.
- Provides support for all District technology-based testing including state CAASPP testing.
- Coordinate CALPADS reports for District/site secretaries as needed.
- Is responsible for updating and revising the District Technology Plan as needed.
- Performs skilled maintenance, repair, and installation of electronic devices such as computers, tablets, printers, monitors, audio, and video equipment. Maintains email and network user accounts and issues addresses and user accounts in a variety of systems to new employee as needed.
- Monitors data security to ensure the integrity and reliability of computerized information systems and protects student and staff data in conformance with state and federal laws and District policy.
- Configures and maintains active elements of the network, such as servers, switches, and other devices. Monitors network and server performance.
- Keeps abreast of technology issues to ensure efficient delivery of network-related computers and technology services; provides workstation configuration services for end users.
- Provides technical support with equipment and software to administration, staff, and classrooms, including instructional support as needed by teachers.
- Prepares and presents recommendations for network enhancements and/or modifications; previews and evaluates computer software and other technology products, making purchasing recommendations. Participates in developing long-range plans for District computer system purchase and networking.

- Establishes and maintains effective working relationships with a variety of groups, including teachers, students, administrators, coworkers, vendors, consultants, and others as required.
- Maintain Technology Equipment Inventory
- Serves on the District Technology Committee.
- Performs other duties as assigned by the Superintendent.

**DESIRED QUALIFICATIONS:**

- Minimum Requirement of a high school diploma and three years experience related to information systems and technology, preferably in public education. Associate or Bachelor degree preferred.
- Knowledge of one or more of the following:
  - Information systems and operating systems such as Aeries SIS, Microsoft (Windows), Google Apps for Education (G Suite).
  - Information security best practices.
  - Environments such as Office 365 and associated Microsoft Office applications.
  - LAN AND WAN communications including various transmission protocols (TCP/IP, Ethernet, Wi-Fi), and domain name servers.
- Willingness to attend classes, workshops, training, etc.
- Ability to speak, read, write, and communicate effectively in English.
- Ability to work independently with a minimum of guidance and supervision, following oral and written directions.
- Must have personality to maintain human relationships demanded in a public service agency.
- Must possess a valid California driver's license.

**PHYSICAL DEMANDS:**

- The physical requirements indicated below are examples of the physical aspects that the Technology Coordinator must perform in carrying out the essential job functions. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.
- While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl.
- The majority of work is light to medium and may require routinely lifting or moving up to 40 pounds.

Board Approved: December 12, 2016