CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Technology Coordinator

DESCRIPTION OF BASIC RESPONSIBILITIES

To develop and integrate technology programs for the District, and support these programs through installation of hardware, software, and implementing Technology Master Plan objectives.

SUPERVISOR: D/MOFAT

TYPICAL DUTIES:

1. Provides educational program integration, implementation and post-implementation review.
2. Develops information-processing systems in conformance with network standards, procedures and design.
3. Works with outside consultants on educational technology programs and issues.
4. Coordinates outside consultants' efforts relating to the District's educational technology network, and equipment maintenance.
5. Develops and maintains site networks.
6. Analyzes, develops, and implements wide area network needs including interconnection with other agencies and providers as necessary.
7. Participates in defining, evaluating, and procuring new technology as defined in the Instructional Technology Master Plan.
8. Works closely with software suppliers in evaluating new educational software.
9. Conducts closely/benefit analyses of proposed hardware/software configurations programs and provides recommendations to staff.
10. Coordinates Instructional Technology Master Plan at sites and responds to user problem requests.
11. Insures effective implementation and utilization of telecommunications equipment throughout the District.
12. Provides technical advice, assistance, and instruction for installation of computers, computer networks, and applications.
13. Acts as the hardware/software resource person and develops necessary staff development programs.
14. Maintains, develops and implements backup procedures for all District servers.
15. Maintains and systematically reviews security for the computer systems.
16. Researches systems failures, operations, and software problems to determine causes and the means to correct errors.
17. Informs users of changes and modifications to software packages.
18. Develops standards for inventory and reorder of District instructional technology supplies.
19. Periodically reviews hardware/software for copyright compliance and network compatibility.
20. Develops budgets that reflect the needs of Instructional Technology Master Plan, school sites, and other District programs.

21. Provides leadership in the implementation and maintenance of the District's Instructional Technology Master Plan.
22. Develops goals, objectives, and policies and procedures relating to uses of technology.
23. Maintains current knowledge of technology advances and research in the field.
24. Performs other duties related to the above as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Network operations including wide-area and local-area;
- Telecommunications systems (voice, data and video);
- Planning, organization and direction of the computer services of the District;
- Computer hardware systems and environments, software applications, and languages utilized by the District;
- Operations, capabilities and limitations of mainframe, mini and personal computer systems;
- Applicable laws, codes, regulations, policies and procedures.

Ability to:

- Serve as a resource person and provide assistance in training and use of computer systems and software packages;
- Analyze, design program, install, and maintain technical and complex programs.
- Read, interpret and apply complex technical publications, manuals, and other documents;
- Develop systems designed to move a concept or idea to the achievement of a desired result;
- plan, organize and administer the computer services of the District;
- Maintain current knowledge of technological advances in the field;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Plan and organize, work independently with minimum direction;
- Supervise and evaluate the performance of assigned staff;
- Communicate effectively in both oral and written forms;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Degree from an accredited institution is desired, and advance course work is desired but not essential;
- Five (5) years of progressively greater experience including educational technology programs, hardware, and software management is highly desirable;
- Valid Driver's License and evidence of insurability;

- TB test clearance;
- Criminal Justice Fingerprint clearance.

Experience should include:
- Hardware installation, repair, upgrade, and salvage.
- Software design, development, implementation, and support.
- Local-area network, wide-area network, and voice network experience including planning and evaluation of networks.
- Telecommunications systems management including defining requirements, selection of hardware, optimizing services, and maintenance of systems.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to monitor activities and read various documents.
- Sufficient hearing to conduct in-person and telephone conversations.
- Sufficient dexterity to write, operate telephone and business machines.
- Ability to speak in understandable voice with sufficient volume and clarity to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit and stand for extended periods of time.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.