

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

DISTRICT TECHNOLOGY COORDINATOR

QUALIFICATIONS

- (1) Bachelor's Degree in Information Technology preferred
- (2) Five (5) years related experience, preferably in a K-12 school setting.
- (3) Knowledge of administrative and instructional computer applications as related to departmental job functions and school operation.
- (4) Strong project management and technology planning skills
- (5) Strong communication and organizational skills

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated written and oral communication skills. Knowledge of effective teaching techniques. Technical knowledge in hardware and software operations and uses. Ability to demonstrate appropriate use and practical applications of technology. Ability to mentor, train, act as team leader of other technical support personnel and possess excellent communication, customer service and technical problem solving skills. Evidence of experience in the integration of technology into curriculum. Manages and coordinates technology projects and meet deadlines. Ability to manage others in an effective manner. Excellent organizational and leadership skills

REPORTS TO:

Executive Director of Instructional & Operational Innovation

SUPERVISES: and EVALUATES:

Technology Support Technician, Technology Support Specialist, Technology Coordinators and Assigned personnel

JOB GOAL

To provide management, planning and leadership for all aspects of the Technology needs of the District.

PERFORMANCE RESPONSIBILITIES:

- (1) Support instructional and administrative computing through, acquisition, networking, training, and informational services.
- (2) Provide information and educational technology consulting, planning, and research assistance to schools, staff, and departments.
- (3) Ability to manage others in an effective manner.
- (4) Coordinate with Curriculum and Technology staff to ensure appropriate support for instructional technology planning and implementation.
- (5) Provide assistance with the development and implementation of special initiatives
- (6) Provide project management and coordination including: scheduling for timely and efficient

District Technology Coordinator (continued)

- processing, soliciting input from customers and support areas directly involved, maintaining and publishing work schedules for assigned projects.
- (7) Provide input for facilities specifications and design.
 - (8) Manage selected vendor relationships, including the coordination of external resources.
 - (9) Assist with in-service training of administrative, instructional, and technical staff.
 - (10) Maintain positive customer relations through ongoing communication and service monitoring.
 - (11) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
 - (12) Respond to inquiries and concerns in a timely manner.
 - (13) Foster and develop professional image.
 - (14) Keep current on technology trends.
 - (15) Work collaboratively with colleagues and community partners.
 - (16) Provide leadership for short- and long-range planning for all technology initiatives.
 - (17) Serve as a system contact for all technology related communication
 - (18) Plan, organize and facilitate monthly technology trainings/meetings
 - (19) Lead technology planning efforts including activities to develop, implement and evaluate all district technology plans.
 - (20) Evaluate new system software and make appropriate management recommendations
 - (21) Attend seminars, workshops and others training opportunities to stay abreast of the latest technology trends.
 - (22) Assist district staff and trainers with software and hardware direction, guidance, and vision-setting
 - (23) Attend monthly facilities meetings
 - (24) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code: 9

Flagler Schools Strategic Framework- Instructional and Operations Innovation

Salary Lane: Professional PAPZ

Approved 06/19/2018

District Technology Coordinator (continued)

Approved 06/19/2018