



Technology Coordinator

Reports To: Superintendent

SUMMARY

Information Technology Coordinators work with computer-based information systems, both software applications and computer hardware. Experience with multiple programming languages and diverse software and hardware is expected. Technology Coordinators provide services related to software, hardware, databases, Web resources, networks and enterprise systems. They support the district's staff, assess the effectiveness of technology resources in use or new systems that are being implemented.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordination
 - Supervise the on-going development and implementation of the district technology plan.
 - Assist in technology related staff development and training.
 - Serve on the District Technology Team, assisting other members of the team as needed.
 - Serve as consultant to district administrators regarding technology matters and the purchasing of software and hardware.
 - Coordinate monthly technology staff meetings.
 - Coordinate the scheduling of the district's WEN Video rooms and provide training on their use.
 - Coordinate with the technology team the development and implementation of the district web site.
 - Serve as the district contact person for the Wyoming Equality Network (WEN) support services and for the WEN Video programs.
- Record Keeping
 - Assist in establishing and maintaining a district technology budget.
 - Coordinate the purchase, registration and inventory of all district software and hardware and insure purchases are aligned to the district technology plan.
 - Provide periodic reports to the administration and school board regarding the status of technology in the district.
- Supervision
 - Coordinate the activities of district and site technology personnel.
 - Assist in hiring technology specialists.
 - Supervise all technology specialists.

- Assist with evaluations of technology specialists.
- **Miscellaneous**
 - Develop, supervise and maintain all district networking systems.
 - Supervise and provide maintenance to all district computers, including PC and MAC platforms.
 - Represent the district at state meetings and with task force committees, partnerships, consortiums, community colleges, etc.
 - Attend professional growth meetings to stay current in the field and with district needs.
 - Ensure that district technology projects promote the mission of the district, follow the district technology plan and have an instructional impact upon students.
 - Seek out additional funding sources through grant development and collaborative efforts with public and private agencies.
 - Participate in the design and maintenance of the district's web site.
 - Other duties as assigned.

QUALIFICATIONS

- **Education:** Minimum High School Diploma or GED. Bachelor's Degree or higher from an accredited college or university with emphasis in technology preferred.
- **Language Skills:** Ability to respond to common inquiries from students and staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Knowledgeable and experienced in the use of computer software using standardized operating systems, installing hardware and assisting with helpdesk inquiries and requests.
- **Other Skills and Abilities:** Ability to work well with students and staff with multiple ability levels and assist in a training capacity. Appropriately communicate with students and district staff. Ability to exercise mature and professional judgment, be flexible, be organized and take initiative. Exhibit a willingness to seek cooperative working relationships with district staff, participate in planned meetings and district trainings, as well as grow professionally. Maintain confidentiality of information concerning colleagues, students and parents.
- **Certificates, Licenses, Registrations:** Network Certification preferred (CAN/CNE) and 2-3 years of experience with technology systems (servers, hardware, software). Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in an office or classroom setting, requiring the frequent use of communication equipment and computers. This position may require some travel around the District.

Performing the job duties of this position require the following physical demands: Some lifting, carrying, bending, stooping, kneeling, standing and sitting. Need to have the visual acuity and stamina to work at a computer frequently.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.