

## Manchester Local Schools – Technology Coordinator

### Qualifications

- Master's Degree in Instructional Technology, Educational Administration, or related discipline.
- Teaching background preferred
- Experience in planning, directing, and coordinating technology programs preferred.

### Essential Functions

- Lead the development and implementation of the district's technology plan/vision
- Direct, specify, and procure the purchase of technology equipment and materials to ensure that needs of the district are being met in the most cost-effective manner; with emphasis on classroom implementation and student growth.
- Coordinate the Neonet's District Technology Specialist and that employee's daily assignments.

### Job Description

- **Neonet:** Act as administrator between Neonet and MLS in the areas of DASL, Progress Book, Sps, EMIS, connectivity, networking, VOIP, manage web filtering, email, archiving and all other related technology services.
  - o Attend monthly Tech meetings
  - o Master scheduling in DASL for all buildings
  - o Assist with DASL reports throughout the year for staff
  - o Coordinate EMIS reports with EMIS Coordinator
  - o Execute report card runs
  - o Manage Parent Access accounts
  - o Training and assisting staff with all of the above
- **Instructional technology / training:** Continuing training and research into proven, leading trends in educational technology and integrated systems. Work with Director of Curriculum, staff and building leaders on best practices.
  - o Implement training and staff development in the use of technology for classroom use
  - o Work with the MHS principal and District Media Specialist to coordinate and facilitate the equipment and programming of the new Manchester High School MILL (Manchester Innovation Learning Lab)
  - o Mentor teachers in current and upcoming educational technology trends
  - o Assist curriculum director and building administrators in the design and delivery of activities related to the integration of technology across the curriculum to improve teaching and learning.
  - o Create tutorials and instruction sheets for staff members as necessary

- **User Accounts:** Create and manage staff accounts for new employees i.e., Active Directory, DASL, Progress Book, email, Google, VOIP if necessary, security, others. Deploy and manage MFA
- **Planning:** Providing recommendations for investments in technology to better serve the administration, faculty, students, and parents. Contribute to One Needs of district in related areas.
- **Inventory:** Manage technology inventory (One2One), make purchases; install new computer and software systems; be fiscally responsible with technology budgets. Coordinate recycling pickups.
- **Network:** Ensure the network and all switches, POE ports, access points, battery backups, etc. are functioning properly and safely. Work with Neonet to minimize downtime.
- **Printing:** Supervise district printing and cost management. Manage ink / toner inventory, all printers, staff and student printing; help manage the district print agreement with vendor; negotiate future agreements.
- **Troubleshoot:** Fix computer and hardware problems, maintain projectors, interactive panels/displays, wireless networks and all network equipment; manage maintenance and repairs.
- **Curriculum:** Manage and assist staff with educational software and online curriculum.
  - o Google Classrooms, Google Admin, MDM's, Google Apps for Education and 3<sup>rd</sup> party platforms, Smart technologies, Adobe, Microsoft, Apple, CC+, online testing, other student data systems, etc. The approval and management of apps and services with an emphasis on student data privacy.
- **Chromebook management:** Oversee district fleet of Chromebooks, manage one to one program including purchasing cycle. Coordinate and management Chromebook check-in and check-out procedures.
- **Policies:** Work with administration team on developing technology policies for staff and students (AUG), including Chromebooks, cell phones, staff and student social media.
- **ERate:** Coordinate application processes with eRate, and other funding opportunities.
- **Website/Social Media:** Webmaster for the district [www.panthercountry.org](http://www.panthercountry.org) (Finalsite), manage hosting and domain needs.
- **Notification system:** Manage the K-12 emergency notification system, One Call Now
- **CRDC:** Compile and submit Civil Rights Data when required
- **Security:** Work with administration team district safety and security measures and equipment. Manage access control system, manage fire alarms with 21<sup>st</sup> Century and phone lines connected to fire alarms, 911 and e911, assist with building cameras, assist with building PA systems.
- **Phones:** Assist with analog/digital phone accounts (First Comm/Spectrum/NEOnet) systems and contracts.
- **Manage Tech Ticket System**