

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Coordinator of District Technology **DATE:** May 21, 2003
REVISED: August 13, 2014

REPORTS TO: Director of Technology and Information Services **APPROVED BY:** Board of Directors

JOB SUMMARY: Provide computer hardware/software, and network support to the school district to which they are assigned.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Troubleshoot and correct problems pertaining to computer hardware, software, and network on a daily basis; perform routine preventative maintenance.
2. Acquire specifications and pricing for new computer and network equipment; stay current on issues affecting technology.
3. Install computer hardware, software, and network equipment and record specifications.
4. Assist in the writing of technology grants.
5. Maintain contact with hardware/software vendors for the purpose of troubleshooting.
6. Provide a safe and reliable environment for students and staff.
7. Maintain a back-up system for data on a daily/weekly/monthly basis.
8. Perform other duties as assigned by the Director of Technology and Information Services.

QUALIFICATIONS:

- One (1) year experience in technology is required
- Bachelor's degree in computer field or equivalent is required
- Overall technology experience is necessary that includes knowledge of computer hardware, software, and network troubleshooting
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Must be able to make judgments and work under a high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various technology equipment
- Ability to operate various office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)