



**GENERAL INFORMATION**

*TITLE*..... District Coordinator for Technology  
*DEPARTMENT*..... Administration  
*LICENSURE* ..... Not Applicable  
*ENDORSEMENT*..... Not Applicable  
*CLASSIFICATION* ..... Administration  
*FLSA STATUS*..... Exempt  
*REPORTS TO* ..... Assistant Superintendent for Teaching & Learning Assistant Superintendent for Finance & Operations  
*SUPERVISORY RESPONSIBILITIES*..... Manages network service providers and is responsible for the overall direction and coordination of technology services for the District. Supervises staff as directed by the Superintendent or designee.  
*PRIOR EXPERIENCE* ..... Three years of experience with a valid technology degree and applicable technology certification.  
*EVALUATION* ..... Evaluated by the Superintendent and/or other certified evaluators using the agreed upon evaluation tool. This includes formal observation of job performance, inclusion of informal observation data, an artifact file, and other sources of data. The evaluation cycle for the District Coordinator for Technology shall be one school year.

**JOB GOAL**

The District Coordinator for Technology is responsible for the coordination of technological applications within the administrative operations of the district, and for the development, implementation and evaluation of a long range plan for the application of computers and technology in all district programs, both instructional and administrative. The District Coordinator for Technology will also advise the Superintendent in the area of Managed IT services for all areas of District operations.

**MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES**

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

*Technology*

- Promote the application of technology to address the diverse needs of students and maximize student learning.
- Oversees Infrastructure; Applications; and Media Services, and Instructional Technology Departments (both insourced and outsourced).
- Creates and implements a strategy for the deployment, maintenance and utilization of technology to support instructional and administrative activities of the district.
- Lead committees that gather feedback and disseminate information from various constituencies about the effective use of technology.
- Prioritize the work of the technology staff by developing a long term technology plan that is informed by the goals of the district and the needs of the staff, students, and parents.
- Develop and maintain processes for technology procurement that include clearly defining requirements and evaluation, and maintain vendor relationships.
- Keep abreast of emerging and changing technology.
- Develop an understanding of district systems (e.g. Department for Teaching & Learning (curriculum, instruction, and assessment) copiers, finance, fees, facilities, phones, transportation, security, food service, database management) in order to provide leadership regarding how technology can support them.
- Implement and maintain a technology resource planning and budgeting process that is aligned with the District's strategic plan in conjunction with appropriate administrative staff as directed by the Superintendent.
- Create and enforce technical standards for systems, development, and software to ensure new and existing technology can be effectively supported and maintained.
- Research & pursue external funding opportunities and partnerships at the local, state and national level in conjunction with appropriate administrative staff as directed by the Superintendent.

- Manage a disaster-recovery plan to ensure technology systems and operations continue in the event of an unplanned event or emergency.
- Undertake other duties as assigned by the Superintendent or designee.

#### *School Improvement*

- Support district administrators in school improvement efforts.
- Establish and maintain a comprehensive information-sharing system and develop protocol to strategically utilize information with teaching staff and instructional leaders of the school.
- Work with the Director for Learning and Assessment Services to manage the collection of various types of classroom, school and district data.
- Apply for competitive grants in conjunction with appropriate administrative staff as directed by the Superintendent.

### **MENTAL DEMANDS**

#### *Knowledge*

The employee must have foundational knowledge of current research and theory in specific field. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### *Ability*

The employee shall coordinate, plan, develop, implement, deliver, and evaluate the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; communicate effectively both orally and in writing; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and time lines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

#### *Education/Preparation*

The employee shall possess the equivalent of a Bachelor's Degree; completion of a technology preparation program through an accredited university or college; successful completion of applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

#### *Reasoning*

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The employee shall possess strong personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and databases and student database systems. The employee shall use board approved resources, technology, and assistive technology. While performing the duties of this job, the employee works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

*The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.*

### **ADOPTED**

- May 16, 2016