

SCHOOL DISTRICT OF DESOTO COUNTY
INFORMATION TECHNOLOGY COORDINATOR
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Associate's degree from an accredited educational institution.
- (2) Five (5) years school district experience in the field of computer information.
- (3) Additional years of experience may be substituted for degree.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Understanding and knowledge of current technology as well as new and evolving concepts in the industry. Skill in installing, configuring, troubleshooting and repairing hardware and software. Knowledge of computer related equipment, networks, telephone systems and their operational functions and limitations acquired through appropriate educational and/or technical experience in the field. Knowledge of School Board policies, procedures and regulations related to division activities and personnel. Ability to provide leadership and to establish and maintain effective working relationships with subordinates, officials, schools, other divisions and the public. Ability to communicate a highly technical and constantly changing subject in non-technical terminology to educational and support personnel. Ability to communicate and express facts and ideas clearly and concisely orally and in writing. Ability to accept responsibility and make competent decisions on matters affecting the entire division.

REPORTS TO:

Executive Director of Business Services

JOB GOAL

Assist the Director of Information and Technology with meeting the technological needs for student achievement, productivity enhancements, reporting requirements and decision support in a fiscally responsible manner.

SUPERVISES:

n/a

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Oversee the installation, maintenance and repair of computer hardware and software throughout the district.
- *(2) Work with vendors to ensure that the district's needs are understood and fulfilled as related to computer and network hardware.
- *(3) Plan and coordinate the hardware and software needs of the district's business applications.
- *(4) Develop, update and maintain a manual of technology-related methods and standards.
- *(5) Review technology project schedules.

INFORMATION AND TECHNOLOGY COORDINATOR (Continued)

Inter/Intra-Agency Communication and Delivery

- * (9) Provide consultant services to divisions and schools in the area of information technology.
- * (10) Work with principals and testing coordinator to ensure network performance for computer-based testing.
- * (11) Assist other divisions and schools in developing plans to meet their individual technology needs.
- * (12) Work cooperatively on issues that affect both Information Services and Networking.
- * (13) Work with the district network engineer to determine best practices and maintain network security and stability.
- * (14) Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (15) Respond to inquiries and concerns in a timely manner.
- * (16) Keep supervisor informed of potential problems or unusual events.
- * (17) Serve on district, state or community councils or committees as assigned or appropriate.
- * (18) Provide oversight and direction for cooperative planning with other agencies.
- * (19) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (20) Maintain a network of peer contacts through professional organizations.
- * (21) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- * (22) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (23) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (24) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (25) Represent the district in a positive and professional manner.
- * (26) Supervise assigned personnel
- * (27) Assist subordinates in resolving problems and achieving goals.
- * (28) Coordinate division recruiting and personnel acquisition.
- * (29) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- * (30) Develop annual goals and objectives consistent with and in support of district goals and priorities.

Leadership and Strategic Orientation

- * (33) Recommend to the Director new uses for computer technology and equipment or abandonment of unprofitable uses.
- * (34) Provide leadership and direction for assigned areas of responsibility.
- * (35) Provide leadership and guidance in the development of annual goals and objectives for assigned division.
- * (36) Assist in implementing the district's goals and strategic commitment.
- * (37) Set high standards and expectations and promote professional growth for self and others.
- * (38) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.

INFORMATION AND TECHNOLOGY COORDINATOR (Continued)

- * (39) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (40) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

COMPENSATION:

Compensation for this position is Pay Lane **E11**

EVALUATION:

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