

CARDIFF SCHOOL DISTRICT

DISTRICT TECHNOLOGY COORDINATOR

DEFINITION:

Under the direction of the Superintendent, support district-wide technology innovation; provide leadership for the planning and implementation of technology that promotes effective instructional and operational technology to support the student body and all staff members, provide and implement recommendations to integrate technology into curriculum development and teaching practices, develop and recommend technology strategies to enhance student learning, provide good communication and leadership in the area of technology, oversee all aspects of software and hardware purchases including network infrastructure, provide support and training for these various technology products both instructional and operational, and perform other related duties that facilitate the use of technology by students, teachers, support staff, and administration

TYPICAL DUTIES:

- Prepares and manages an annual technology budget that reflects the District's evolving technology infrastructure, hardware, and software needs
- Supervises the evaluation and acquisition of software and hardware to support instructional and business needs of the District
- Oversees all aspects of the writing of bid specifications for hardware and software solutions as required
- Works with an E-rate consultant to prepare annual forms to maximize e-rate eligible discounts
- Cultivates vendor relationships and manages technology-related contracts
- Performs or oversees the role of Systems Administrator for multiple systems including the Student Information System, Mass Communication System, Google Apps for Education, and other databases as needed
- Performs or oversees the installation and maintenance of software to support instructional and business needs of the District
- Provides support and training as needed for the various software and technology programs
- Performs the role of webmaster of the District website; provides training and support to staff responsible for maintaining web pages for their classroom or department
- Performs or oversees duties to meet the California state data and reporting requirements via their student information system, CALPADS, throughout the year
- Oversees the maintenance and repair of hardware devices in classrooms and offices throughout the District
- Oversees technology support personnel at each site
- Works with the County Office of Education to troubleshoot and correct network connectivity problems, wired and wireless
- Provides for asset management of technology equipment, including maintaining support contracts, inventory, and disposal services of end-of-life equipment
- Maintains server room security and safety; maintain necessary backup and recovery procedures
- Attends Leadership meetings and collaborates regularly with site and District administration
- Develops and maintains effective communication and working relationships with staff, students, parents, and community members
- Participates in the development of District policies as related to the appropriate use of instructional and management technology
- Facilitates the District's digital citizenship program
- Serves as a liaison between the District and the County Office of Education; represents the District at local and county technology meetings
- Communicates in technical and non-technical terms effectively; listens and interprets user concerns and statements

- Documents in technical and non-technical terms effectively; develops user guides and other user assistance tools
- Participates in professional organizations and continues professional development to stay abreast of emerging technologies
- Exhibits proficiency in current computer applications and functions
- Communicates effectively and work well with learners of all ages
- Addresses multiple priorities, adapts to change, meets timelines, and performs other related duties as assigned

EDUCATION / EXPERIENCE:

A typical qualifying background would include completion of a four-year college degree, or equivalent technology experience, supplemented by on-the-job technical experience with increasing responsibility. Comprehensive knowledge of computer systems, software, networks, hardware, and peripherals is expected. Experience in a school district or other large public agency is desirable. Valid California Driver's License and eligibility for district insurance.

PHYSICAL DEMANDS:

Requires lifting of up to 40 pounds. Sufficient stamina, dexterity and mobility to sit at and operate a computer for extended periods of time; operate a variety of computer keyboards, electronic medium and peripheral equipment; test and disassemble some computer components; travel from site to site for various work locations. Sufficient vision to read text on a computer screen, in technical manuals, and on office forms and reports. Sufficient hearing and speech to comprehend office conversation and to communicate orally in a clear, understandable manner.

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

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