



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV, Enterprise Services School Safety Technology Coordinator Information Technology Business Services</b>	<b>#6301</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>	

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### **SUMMARY OF POSITION:**

Under the general direction of the Director of Enterprise Services, the School Safety Technology Coordinator is responsible for coordinating, scheduling, operation, troubleshooting, and maintenance of E911 Communications; network attached systems such as Access Control, Security Camera, Intercom/PA, Security, and Intrusion Alarms within the SJCOE and DP JPA. Serve as a liaison for Campus, Site, and Building Construction and Renovation Projects for school site safety matters for the SJCOE and DP JPA member districts.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree from an accredited College or University with a concentration in computer-related technology and/or Business Administration, or equivalent experience in management information systems.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of increasingly responsible experience with information systems in a large-scale information technology environment including administering IT security controls and compliance assessments.

#### Knowledge of:

- cybersecurity operations and services, laws, regulations, policies, and procedures, incident response and disaster recovery
- security configuration and policies for network systems and the ability to analyze system logs, and network traffic for unusual or suspicious activity
- educational administrative systems
- proper office methods and practices
- operational requirements of networked computer systems; applications including Microsoft Office and others; Chromebooks, Macintosh, Windows, and Windows Server operating systems; mobile computing platforms including smartphones and tablets; modern computer techniques, methodologies, principles, and practices
- campus, district, and building electrical and signal infrastructure requirements; low voltage network cabling requirements, wireless network signal coverage, network attached security camera and video surveillance operations and maintenance; intercom and PA system operation, scheduling, testing, and communication; external and internal access control system operations and maintenance; network attached security alarm operations and maintenance, and project coordination and management

#### Ability to:

- write and prepare elaborate proposals, contracts, and scopes of work
- follow manuals and read complicated instructions

- understand and carry out oral and written instructions; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetic calculations with speed and accuracy
- work independently
- communicate effectively in written and oral form
- establish and maintain effective working relationships with others in a large and diverse user environment
- be flexible and receptive to change
- operate and have a sound technical understanding of a wide variety of computing systems, operations, hardware, and software
- maintain and actively pursue personal knowledge of current industry trends and technological advancements within the computing field
- conduct daily review of network attached servers and systems, such as access control, intercom, security camera and video surveillance
- perform system triage, troubleshooting, and engagement of support staff to remedy and restore systems to normal operating conditions

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- experience in public education
- supervising, evaluating and leading staff
- experience performing security assessments, including security program reviews, penetration testing, vulnerability testing, and risk analysis
- experience designing, building, implementing, and supporting enterprise-class information security systems to mitigate IT security threats
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

#### **DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

#### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervises, leads, and evaluates staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Utilize computing hardware and software, word-processing, spreadsheet, and database applications to perform basic duties including documentation, reporting, scheduling, and user support.
14. Provide school site safety technology training and support to a diverse customer base.
15. Review, analyze, and provide recommendations relating to school site safety technology standards, policies, procedures, and incident response plans.

16. Comply with all standards, procedures, controls, and policies as established by the San Joaquin County Office of Education, participating school districts, and the Information Technology department.
17. Act as a school site safety technology subject matter expert to communicate complex technologies and security issues to non-technical individuals.
18. Design, build, implement, and support enterprise-class information security systems.
19. Identify and communicate current and emerging school site safety technologies, vulnerabilities, security needs, and priorities.
20. Design security architecture elements to mitigate school site safety technology security and threats.
21. Plan, research, and design robust security architectures for assigned IT projects.
22. Participate with school site safety technology assessments, including security program reviews, intercom announcement testing, school site safety vulnerabilities, risk analysis, and provides recommendations related to findings.
23. Create and recommend IT security solutions that effectively balance business requirements and school site safety technology requirements.
24. Serve as a resource and provides Tier-2 support in response to school site safety technology related incidents.
25. Collaborate with other teams to ensure SJCOE and DP JPA district school site technology systems are tested, functional, and reliable.
26. Review and analyze system calendars and schedules, architectural drawings, departmental, site and campus changes, moves, or growth, and makes recommendations to maintain or improve proper system operations.
27. Review and test new security software, tools and/or technologies to determine applicability to the SJCOE and DP JPA district operations.
28. Perform other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer workstation, operate standard office equipment and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak, hear, and understand speech at normal levels and on the telephone.
5. Stand, walk, and bend over, reach overhead, grasp, push and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with the SJCOE and school district staff, students, parents, outside agency staff and the public. Employees may be required to work outside of normal workdays and office hours for emergency situations, troubleshooting, critical demand periods, scheduled vacations or to meet installation deadlines. Requires travel within San Joaquin County and occasionally elsewhere within California.

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