

Position: Technology Coordinator

Job Summary: The Technology Coordinator provides strategic leadership, management, and supervision of the technology program for O'Fallon School District 90. This role is responsible for the development and execution of a comprehensive district-wide technology plan that aligns with the district's goals.

Qualifications/Minimum Requirements

1. Must have strong communication and interpersonal skills.
2. Must have the ability to establish and maintain effective working relationships with staff and the school community.
3. Must have the ability to perform several tasks simultaneously.
4. Must be able to speak clearly and concisely in oral and written communication.
5. Emotionally and physically able to perform duties required of assignment.
6. Bachelor's degree with a minimum of 5 years of experience in educational technology.
7. Applicable technology certifications (Microsoft, CompTIA, etc) are preferred.
8. Physically able to climb ladders and lift/transport heavy objects.
9. Must have a valid driver's license to travel between buildings.

Reports to: Superintendent or designee.

Responsibilities

Strategic Planning and Leadership

- Develop and implement a comprehensive district-wide technology plan aligned with the goals and priorities of O'Fallon School District 90.
- Identify and evaluate emerging technologies to enhance educational outcomes and operational efficiency.
- Establish and enforce technology standards, policies, and procedures, including security protocols and disaster recovery plans.
- Provide strategic direction for integrating technology into classroom instruction and administrative operations.

Technology Management

- Oversee the acquisition, installation, and maintenance of hardware, software, and networking infrastructure.

- Manage the deployment of communication systems and ensure their effective operation across the district.
- Supervise the selection and implementation of courseware and application software to meet instructional and operational needs.
- Monitor and evaluate system performance to ensure reliability, scalability, and compliance with district standards.

Staff Development and Support

- Design and deliver professional development opportunities to enhance staff proficiency in using technology.
- Support educators in integrating technology into curriculum design and instruction.
- Act as a resource for staff and administrators to troubleshoot and resolve technology-related issues.

Budget and Resource Management

- Prepare and manage the department's annual budget, ensuring cost-effective use of resources.
- Plan for long-term financial needs of the district's technology initiatives.
- Oversee vendor relationships and negotiate contracts for hardware, software, and services.

Team Leadership and Supervision

- Lead and manage the technology team, including hiring, training, and performance evaluation.
- Foster a collaborative, innovative, and results-oriented work environment.
- Develop team members' skills to ensure high service levels and support for all district technology users.

Data Security and Compliance

- Ensure the security of the district's digital assets, including student and staff data.
- Establish backup and recovery protocols to protect critical systems and information.
- Stay updated on laws and regulations related to technology use in education and ensure district compliance.

Stakeholder Collaboration

- Collaborate with administrators, teachers, and staff to identify and address technology needs.
- Serve as a liaison between the district and external partners, including vendors and

community organizations.

- Communicate progress, challenges, and accomplishments related to technology initiatives to district leadership and the school board.

Operational Management

- Oversee the technology department's day-to-day operations to ensure efficient service delivery.
- Develop and implement procedures for inventory control and maintenance of technology assets.
- Respond promptly to system outages or emergencies, minimizing disruptions to district operations.

Continuous Improvement

- Regularly assess the effectiveness of the district's technology programs and recommend enhancements.
- Monitor industry trends and best practices to keep the district at the forefront of educational technology.
- Foster a culture of innovation, encouraging the exploration and adoption of new technologies.

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive health, dental, and vision insurance.
- Retirement plan options.
- Vacation, personal, and sick leave.
- Opportunities for advanced professional training and development.
- 12-month contract