MONONA GROVE
SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	TechnologyCoordinator
Department / Location:	IT / District Office
Reports to:	Information and Strategy Officer
Employees Supervised:	Network Administrator, Technology Specialists, Technology Systems Specialist, Interns/Youth Apprentices, Summer workers
Classification:	12-month
Status:	Exempt
Created / Revised:	May 2025
Board Approved:	N/A

Position Summary

Under the direction of the Information and Strategy Officer, the Technology Coordinator provides leadership for the planning, implementation, review and evaluation of technology to facilitate the district's educational mission and vision.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Leadership Attributes:

1. Visionary leadership, ability, and expertise in technology; program evaluation; and systems implementation, integration, and management
2. Commitment to continuous improvement, data-informed decision-making, and innovative practices
3. Effective management, supervisory, and executive skills
4. Ability to relate well and communicate clearly with staff, students, parents, and community stakeholders
5. Commitment to excellence in establishing high quality inclusive educational programs
6. A distributive and transparent leadership style that encourages collaboration and shared decision-making
7. Embrace change and innovation in education and operational systems
8. Lead with compassion and empathy

Essential Functions

1. Strategic Leadership & Planning
2. Use principles of equity and inclusion to establish and align the District's technology vision with the strategic goals of the district, while providing adaptive and foundational support for operational and education systems
3. Establish Technology Services departmental goals, objectives, and operating procedures as they relate to the district technology vision
4. Facilitate hiring and assignment of technology department staff; supervise and evaluate Network Administrator, Technology Specialist(s), Technology Systems Specialist, Interns/Youth Apprentices, Summer Workers
5. Establish and appropriately use paths of communication for district and community stakeholders
6. Follow industry best practices to establish and maintain highly secure, robust, responsive, and resilient systems and infrastructure.
7. Collaborate with district leaders; local, state, and national organizations, institutions, and agencies to leverage partnerships and relationships
8. Develop and manage both short- and long-term comprehensive technology budgets
9. Facilitate an annual review of the district's technology plan
10. Serve as a resource to instructional leaders on educational technology integration
11. Coordinate professional development activities in conjunction with other leaders to promote effective use of technology Acquisition & Deployment
12. Coordinate and facilitate consultation with stakeholders to define educational, business, and systems requirements for new technology implementations
13. Approve, prioritize, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major infrastructure and information systems
14. Coordinate, evaluate, and recommend hardware and software for classroom or administrative needs
15. Use relevant data to establish parameters for hardware and software acquisition and maintenance contracts and pursues master agreements to capitalize on economies of scale
16. Define and communicate plans, policies, and standards for the organization for acquiring, implementing, and operating all technology systems and integrations.
17. Operational Management
18. Oversee the analysis of information to determine, recommend, and plan layout for type of computers and peripheral equipment, or modifications to existing equipment and system, which will provide capability for new or upgraded networks, while maintaining efficient operation and effective use of space
19. Ensure continuous delivery of technology services through ITIL principles, including oversight of service level agreements with end users and development of business continuity and disaster recovery/cyber security response plans
20. Use relevant data to continuously improve end-user experience and the performance of departmental staff and system
21. Ensure IT system operation and users adhere to applicable laws and regulations including all FERPA, CIPA, COPPA, district policies, and data privacy requirements
22. Supervise recruitment, development, retention, and organization of all Department of Technology staff in accordance with budgetary objectives and district policies
23. Establish procedures to identify, assess, and communicate to appropriate stakeholders the risks associated with IT investments and projects

Additional Job Functions

1. Assist staff to diagnose and solve computer equipment problems.
2. Oversee the inventory of technology in the school district.
3. Supervise the installation of computers and related equipment throughout the district.

4. Troubleshoot and repair computer hardware and software when appropriate.
5. Attend conferences, seminars, and training sessions to maintain competency level.
6. Coordinate vendor services and maintain positive relations with corporate and district partners.
7. Manage vendor relationships, including maintenance, hardware and software upgrades, and ongoing development work with the system and users.
8. Explore alternative sources of funding for technology and assists in writing grants for technology funding.

Knowledge, Skills and Abilities

1. Demonstrated excellent skills in oral and written communication, leadership, team building, assessment and evaluation of programs, teams, and individuals; and communicating technical information on a non-technical level.
2. Working knowledge of strategic planning, collaborative problem solving methods, budget development, software applications, and research and evaluation of technology - including hardware, software, and applications.
3. Ability to organize and establish priorities with nominal direct supervision.
4. Knowledge in the use of technology to meet educational objectives.
5. Influence people in their opinions, attitudes, and judgments.
6. Perform a variety of duties effectively under stress.

Working Conditions

1. Indoor office environment but includes travel to buildings throughout the district
2. Continuous contact with staff.
3. Work involves frequent disruptions of daily schedule.

Physical Requirements

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight hour day.
2. Must be able to perform light physical work, frequently lifting up to 10 pounds and occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard, hand tools, test equipment and other office equipment such as fax machines, printers, etc.
7. Must have the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.
10. Perform a variety of duties effectively under stress

Education and Experience

1. Bachelor's degree or equivalent in computer information systems, business, education or related fields.
2. A minimum of five years of experience managing technology department and/or staff.
3. Experience in or knowledge of educational settings/technology preferred

Licenses and Certifications

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.