

Twin Hills Union School District

Position Announcement

DISTRICT INFORMATION TECHNOLOGY (IT) COORDINATOR

This is a 12-month position. The District Information Technology (IT) Coordinator works under the supervision of the Superintendent or designee and serves as the District's primary technology professional. The IT Coordinator works with administrators, teachers, classified staff and students to implement, maintain, service and support technology across all District schools and offices. The position provides both districtwide technology coordination and direct, hands-on technical support and works with SCOE, vendors and service providers as needed. This position requires fingerprint clearance, TB testing and a valid California Driver's License.

REQUIRED QUALIFICATIONS

Education and Experience:

- High school diploma or equivalent.
- Any combination of education, training and experience that would likely provide the required knowledge and abilities is qualifying.
- Three to five years of progressively responsible experience supporting computer hardware, software, networks and technology systems is preferred.
- An Associate's or Bachelor's degree in information technology, computer information systems, network administration, cybersecurity or a related field is desirable; equivalent technical training and experience may substitute.
- Experience supporting technology in a K-12 educational environment is highly desirable.

Knowledge of:

- Computer, mobile device, network, server, cloud, wireless and telecommunications technologies.
- LAN/WAN operation, network hardware, wireless systems, network cabling and internet connectivity.
- Google Workspace for Education, ChromeOS environments and device management systems.
- Windows and Apple operating systems and common productivity and educational software.
- Cybersecurity practices, identity and access management, endpoint protection, web filtering, backup and recovery, and data privacy.
- Hardware and software installation, configuration, troubleshooting, maintenance and repair.
- Technology inventory, lifecycle management, software licensing, purchasing and vendor coordination.
- Student information systems, educational technology systems and web-based applications.
- Current methods, practices and trends involving technology in K-12 education, including emerging technologies and artificial intelligence.

Ability to:

- Exercise good judgment, use discretion and maintain confidentiality.
- Manage districtwide technology systems while independently performing hands-on technical work.
- Diagnose and resolve hardware, software, network, connectivity and systems problems efficiently and effectively.
- Prioritize multiple requests and projects in an environment with frequent interruptions and changing needs.
- Communicate technical information clearly to users with varying levels of technical expertise.
- Provide effective technology training, guidance and customer service.
- Establish and maintain effective working relationships with staff, students, District personnel, other agencies, vendors and the public.
- Research and evaluate technology solutions and make sound recommendations based on District needs.
- Maintain accurate documentation, inventories, records and procedures.
- Learn and adapt to new technologies, systems and changing requirements.
- Work independently with minimum supervision and communicate effectively both orally and in writing.

ADA Requirement:

- Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting forty (40) pounds and carrying equipment as needed; assistance is available for heavier equipment.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Provide timely on-site and remote technology support for all District schools and offices; maintain, prioritize and respond to technology work requests.
- Manage, monitor, maintain and troubleshoot wired and wireless networks, internet connectivity, switches, access points, servers, firewalls and related infrastructure.
- Install, configure, maintain, troubleshoot, repair, replace and deploy computers, Chromebooks, tablets, printers, displays, projectors, peripherals and other technology equipment.
- Administer District technology platforms, including Google Workspace for Education, user accounts, groups, permissions, authentication, device management systems, cloud applications and other districtwide systems.
- Support District telephone/VoIP, security camera, audiovisual, emergency communication and other technology-based systems as assigned.
- Identify, diagnose and resolve hardware, software, network, connectivity, printing, account and application problems.
- Coordinate with SCOE, consultants, internet/network providers and outside vendors when specialized technical support or services are required.
- Maintain the security of District networks, systems, devices, accounts and information; implement appropriate cybersecurity

practices including access controls, multi-factor authentication, endpoint protection, filtering, updates, patching and backup systems.

- Assist District administration with response to cybersecurity incidents and promote staff awareness regarding phishing, passwords, account security and data protection.
- Review technology products, applications and services for security, privacy, compatibility, functionality and technical suitability prior to implementation.
- Maintain accurate inventories of District technology equipment, software, licenses, warranties, subscriptions and related assets.
- Coordinate warranty and non-warranty repairs and the appropriate transfer, surplus, recycling or disposal of obsolete technology equipment.
- Maintain documentation of system configurations, network infrastructure, equipment, procedures, licenses and technology processes.
- Research technology products and services; obtain quotes; develop specifications and recommendations; and assist with or coordinate purchasing and deployment.
- Assist District administration with technology budgeting, long-range planning, equipment replacement cycles, infrastructure planning and technology projects.
- Provide individual, small-group and districtwide training and technical guidance to staff on District-supported devices, applications, systems and technology practices.
- Support the effective use of technology for instruction, assessment, communication and District operations.
- Provide technical administration and support for District information systems and applications, including student information, assessment, business, human resources, attendance, food service, communications and other operational systems as assigned.
- Assist with system integrations, data transfers, account provisioning, electronic reporting systems and troubleshooting among District platforms.
- Support the technical functionality of District and school websites and other digital communication platforms.
- Assist with the technical evaluation and implementation of District-approved artificial intelligence and other emerging technology tools, including privacy and security considerations and staff technical support.
- Maintain current knowledge of technological advances, cybersecurity practices and emerging technologies relevant to K-12 education.
- Communicate with District personnel regarding technology needs, system status, planned maintenance, outages, projects and priorities.
- Perform other related duties as assigned.

Reporting and Training

- Keep the Superintendent or designee informed regarding District technology needs, priorities, system status, completed work and significant technology issues.
- Maintain current knowledge of technological advances and industry trends by attending conferences, in-services, workshops and training as appropriate.
- Provide and/or coordinate training for staff on new and existing District technology systems and software as needed.

PAY SCALE - CLASSIFIED:

District Classified Salary Schedule - Range D-F

Health, dental and vision benefits are available based on percentage of time worked and applicable District benefit eligibility. This position is covered by CalPERS and includes paid sick leave, holidays and vacation in accordance with District policy and applicable agreements.

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 - 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- Standing/walking: Frequently, throughout the work shift while performing duties at District schools and offices.
- Sitting: Frequently, including extended periods while performing computer and administrative duties.
- Lift/Carry: Frequently, 1-25 pounds; technology equipment, supplies, binders and files. For lifting over 40 pounds, assistance is available.
- Bending/twisting: Occasionally, at knees, waist and neck while installing, servicing or moving equipment.
- Push/pull: Occasionally, while moving equipment, opening cabinets or accessing technology installations.
- Climbing/balancing: Occasionally, including use of stairs and access to technology equipment locations.
- Kneeling/crouching/crawling: Occasionally, while installing or servicing technology equipment and cabling.
- Hands/arms: Constantly, including reaching, handling, grasping, fingering and gripping while operating computers, tools and equipment; overhead reaching may be required.
- Sight/hearing/speech: Constantly, to read screens and technical materials, diagnose equipment, communicate with users and perform assigned duties.

Mental

- Must possess written and oral communication skills necessary to complete assignments and provide technical assistance and training to users with varying levels of technical expertise.
- Must be able to adapt to work pressures that may include frequent interruptions, changing priorities, urgent technology needs and multiple concurrent tasks.
- Must be able to work independently, exercise sound judgment and use creative problem-solving skills while maintaining confidentiality and system security.

Working Conditions

- Location: Work is performed throughout District school and office environments and requires regular travel between District sites.
- Hazards: Normal office and school-site hazards; occasional exposure to cabling, equipment installation areas, trip hazards and electrical/technology equipment.
- Equipment used: Computers, mobile devices, servers, network equipment, printers, audiovisual equipment, telephones, hand tools and general office equipment.
- Safety equipment: As appropriate to assigned technology installation and maintenance tasks.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to “know” you during the paper screening process

Twin Hills USD, 700 Watertrough Rd, Sebastopol, CA 95472

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted by phone or email
- **Applications due by noon on Monday November 2, 2026**

The Twin Hills Union School District is an Equal Opportunity Employer
