Hickman County Board Of Education

Job Description – District Technology Coordinator

Definition:
Provides leadership and direction to the district technology program, including services, facilities, budget, equipment, personnel and operation of student and administrative computer systems and programs. Coordinates and monitors district’s technology plan. Conducts duties and responsibilities under the supervision of the Superintendent, Business Operations Officer and Secondary Academic Supervisor. Provides professional development opportunities in the area of technology to faculty and staff when needed. Provides independent complex and expert technical support to end users and district and site technology leaders. Provides consultation and direction regarding LAN and WAN infrastructure and management. Manages district web page and coordinates with school webmasters on each individual school page.

Example of Duties:
• Implements and updates the district Education Technology Plan within available resources
• Coordinates the work of the Technology Specialists
• Acts as district technology liaison to all administrative staff
• Conducts faculty and staff technology training programs
• Serves as a resource person for all personnel in the area of instructional technology and management information systems
• Serves as a resource person for the Curriculum personnel and faculty in the area of technology integration, technology and information literacy skills, and appropriate and ethical use of technology
• Provides technical support to end users throughout the district for hardware and software problems
• Keeps up-to-date district and site technology work order databases
• Ensures that computer and related technology services are provided in a timely manner
• Assists in recommending, defining, and establishing district standards in technology
• Oversees the district Acceptable Use Policy for network access
• Oversees the purchase of technology hardware and software applications based on district standards
• Acts as a liaison/manager with hardware and software vendors
• Works with hardware and software vendors to complete projects that are contracted out of district
• Keeps abreast of new technologies, including operating systems, and network infrastructure
• Plans, organizes, and oversees the implementation major system upgrades and installations
• Oversees district inventory of hardware and software
• Ensures that district website and district web pages follow ADA guidelines
• Coordinates and manages E-Rate program for the school district

Qualifications:
Knowledge of:
• Educational technological applications
• Staff development applications
• Program planning and evaluation design
• Contemporary and emerging technologies and their applications
• Operating systems, applications software packages and their use
• Operation and limitations of computer systems
• Human relations skills
• Collaborative decision making and group process skills
• Basic budget and inventory control procedures

Ability to:
• Motivate and support others in successfully completing objectives
• Conduct effective in-service programs
• Communicate effectively, both orally and in writing
• Able to lift equipment and other physical duties associated with technology and networking
• Take initiative in developing new programs
• Understand and carry out oral and written instructions
• Understand technological specifications associated with emerging technology
• Respond quickly to requests and new priorities of clients, inside and outside the district
• Work as a member of a team
• Work on multiple projects simultaneously

Education & Experience:
• Minimum: HS Diploma, Four-year college degree in a technology based field or four years professional experience in a technology based position preferred. Experience in a K-12 instructional environment preferred.

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