

ALEXANDER CITY SCHOOLS
JOB DESCRIPTION

JOB TITLE: **Technology Coordinator**

REPORTS TO: Superintendent

SUPERVISES: Technology Technicians

QUALIFICATIONS:

1. Bachelor of Science degree in technology related field.
2. Minimum of three (3) years' experience in leading a technology team/staff.
3. Extensive experience in designing, installing, and maintaining local area, wide area, and cloud networks.
4. Extensive experience working with the PowerSchool platform.
5. Experience working in a K-12 school setting.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the use of technology in the K-12 school setting.
2. Knowledge of Power School student management software.
3. Knowledge of E-rate applications and forms.
4. Knowledge of program and budget implementation.
5. Ability to evaluate, design and implement infrastructure to support emerging technologies as they are implemented.
6. Supervisory skills and practical experience in managing a technology staff tasked with implementing and maintaining all technology systems.
7. Excellent verbal and written communication skills.
8. Strong interpersonal skills.
9. Extensive knowledge of computer software to include operating systems, Microsoft Office applications and networking systems.

PERFORMANCE RESPONSIBILITIES:

1. Develop and implement educational technology programs, objectives, strategies, technology plans, budgets and reports.
2. Maintain an inventory system for assets divided into financial areas such as E-rate, Title III, Local, State and District.
3. Assist with technology setup for Central Office Board meetings and be in attendance at all meetings.
4. Work with ALJP approved vendors in obtaining quotes and bids for approved technology required for the successful operation of the school system.
5. Ensure that all users are trained on basic cyber security threats using Treat Advice.
6. Work with the Transportation Director to ensure student data flows from the SIS to Transfinder software.
7. Direct the acquisition, setup, operation, maintenance, inventory and upgrading of computers, printers, network systems and other equipment necessary to implement the technology plans.
8. Assist in the development of the K-12 technology curriculum.
9. Implement network applications for both educational and administrative functions.
10. Assess district-wide and individual school needs for software programs in consultation with appropriate advisory groups.
11. Plan, design and implement training seminars, workshops and institutes in technology.
12. Provide individual and group technical assistance to parents, students, teachers and support personnel as needed.
13. Prepare bid specifications for technology equipment, software, materials and supplies.

- 14. File all E-rate applications and forms.
- 15. Develop community relations by becoming involved in local city and community events.
- 16. Assign and maintain login scripts for all users.
- 17. Install computer hardware and software at all sites within the School System.
- 18. Establish, maintain, and troubleshoot local area networks at each school.
- 19. Troubleshoot hardware and software on classroom and Administrators' computers.
- 20. Answer emails, phone calls and text on a timely basis.
- 21. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

- 1. Be able to lift a minimum of sixty pounds and carry it up two flights of stairs.

TERMS OF EMPLOYMENT:

240 Day

Salary and benefits shall be paid consistent with the system's approved compensation plan.

FLSA: Exempt

EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements set forth by the Alabama State Department of Education and the policy of the Alexander City Schools.

It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.

Signature: _____ Date: _____

Approved by Human Resources: _____ Date: _____