

Job Description: Administrative Technology Coordinator



Position Title:

Administrative Technology Coordinator

FLSA Status:

Salary Grade:

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to perform responsible, technical, and professional work in installing, troubleshooting, repairing, and maintenance of computers and peripheral equipment. Completes all related software installations, technical assistance, support, and training for electronic equipment and microcomputer systems.

Essential Functions of this Job

Troubleshoots and installs computer hardware, software, and related network equipment and solves any problems associated with such installations. Interacts with users to support the use of current and future applications. Works to isolate and correct errors in the operation of systems. Coordinates with Data Processing and Information Services to track and resolve problems. Performs follow-up communications to assure issues have been resolved. Maintains a high degree of electronic technical expertise for efficiency and consulting purposes.

Provides the ongoing technical and training assistance necessary to maintain the skill and

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competencies of school site staff. Advises and instructs school and district staff on appropriate uses, operations, and technology hardware and software care. Assists in providing classroom training for staff. Assists in developing a help desk data bank of common problems and solutions. Fulfills reporting requirements.

Maintains support database files and prepares reports and statistics. Provides technical information and answers to detailed inquiries on support issues.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Capable of performing tasks and troubleshooting techniques which indicate a fluent level of theoretical knowledge of electronics. Demonstrated understanding of the school system, school technology applications, procedures, or related experience. Knowledge and skill in the operation of technical equipment. She has demonstrated the ability to diagnose problems on the complex internetwork. Demonstrates effectiveness in organizational and interpersonal skills. Ability to understand and follow complex oral and written instructions. Ability to communicate complex technical information to those without a technical background. Demonstrated ability to meet schedules and solve operating problems. Demonstrated knowledge and willingness to learn new procedures, instructions, and systems. Must possess a valid Florida Driver's License.

Education, Experience, and/or Certification/License Requirements

Graduating from high school or completing GED, supplemented by completing a two-year Vocational/Technical computer-related hardware/software program or comparable training. Minimum two years of related repair experience on computers, copiers, or audiovisual equipment, as applicable. A+, Net+ experience preferred.

Work Context:

Requires standing, walking, and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires work with both internal and external contacts and with the public. Requires alternative communication systems such as electronic mail, telephones, and computers. Involves travel to school locations and worksites within the district.

Physical Environment:

Requires working both indoors and outdoors. Requires sitting, walking, standing, stooping, bending, and the ability to lift, carry, move, and position objects frequently weighing up to 50 pounds and infrequently between 50 and 100 pounds, with assistance as needed.

Local Code: 9000

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9000

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Approval Date:

Date Last Revised: 4-20-22

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.