District Technology Coordinator Job Description

The Technology Director provides leadership and support to the district in instructional technology, network operations, administrative support, and cyber security. This position is responsible for the maintenance and implementation of all technology, including hardware, software and personal computers in the district. This position reports to the Superintendent.

Contract Days: 225

Responsibilities:
- Ensure technology resources are available to all students including the preparation of all student devices for distribution each year
- Supervises the coordination, implementation, and maintenance of the district's network
- Consults with administration, staff, and students to assess computing needs and system requirements
- Supervises and maintains the district's website and email management system
- Forecasts technology needs, conditions, and availability of resources needed to implement use of district technology
- Directs the assembly of new equipment and establishes preventative maintenance procedures
- Coordinates license agreements for software purchases
- Maintains an inventory of the district's technology hardware and software
- Establishes internet content filtering in accordance with the Children's Internet Protection Act (CIPA)
- Recommends improvements to the district technology policies and procedures
- Sustains awareness of developments in emerging technologies
- Maintain material on video displays
- Serve as the point of contact for district wide technology including printers and phone system
- Troubleshoot devices on demand for students as well as staff
- Troubleshoot network operating systems on demand
- File E-rate, annually
- Attend workshops and conferences to obtain current training
- Attend meetings with AEA
- Establish a technology budget with goals in mind for the future
- Establish relationships with third party vendors and technicians to be able to evaluate and meet critical needs for the district
- Create and lead a team to address CyberSecurity
- Models professional and ethical standards when dealing with students, parents, staff, and community, following and upholding school rules and standards
- Other duties as assigned

Skills and Requirements:
- Bachelor's Degree in computer science or related field preferred but not required
- Demonstrates strong organizational and communication skills
- Ability to use problem solving strategies involving technology issues
- Willingness to obtain certifications required of School District employees