

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

JOB TITLE: Technology Coordinator

DESCRIPTION OF BASIC RESPONSIBILITIES:

To develop, support, and integrate educational and operational technology programs for the District.

SUPERVISOR: Director of Educational Services

TYPICAL DUTIES:

1. Provides technical advice, assistance, and instruction for installation of computers, computer networks, and applications.
2. Develops information processing systems in conformance with network standards, procedures, and design.
3. Works with outside consultants on the District's educational technology network and equipment maintenance.
5. Develops and maintains site networks.
6. Analyzes, develops, and implements wide area network needs including interconnection with other agencies and providers as necessary.
7. Participates in defining, evaluating and procuring new technology as defined by the District's Technology Master Plan.
8. Works with software suppliers in evaluating and procuring new technology as defined by the District's Technology Master Plan.
9. Conducts cost/benefit analysis of proposed hardware/software configurations programs and provides recommendations to staff.
10. Coordinates Technology Master Plan activities with school and departmental sites.
11. Responds to request for technology assistance from District staff.
12. Insures effective implementation and utilization of telecommunications equipment throughout the District.
13. Supervises and provides direction to Technology Assistant positions in the District.
14. Acts as the hardware/software resource, conducts on-site visits.
15. Maintains, develops and implements backup procedures for all District servers.
16. Maintains and systematically reviews security for all computer systems.
17. Researches system failures, operations, and software problems to determine causes and the means to correct.
18. Informs users to changes and modifications to software packages.
19. Maintains inventory of District technology equipment.
20. Periodically reviews hardware/software for copyright compliance and network compatibility.
21. Perform other duties similar to the above in scope and function as required.

EDUCATION, EXPERIENCE & REQUIREMENTS

- BA or BS degree from an accredited institution in computer science, information systems, or related technology field is desirable.
- Advances course work is desired but not essential.

- Three (3) years of progressive experience working with educational technology programs, hardware and software management is highly desirable.
- California Driver's License and evidence of insurability.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

EMPLOYMENT STANDARDS

Knowledge of:

- Mini Computer operations and systems maintenance;
- Network operations including wide-area and local-area;
- Telecommunications systems (voice, data and video);
- Computer, server, and network hardware and architecture;
- Computer operating systems, including Microsoft Windows 95, Windows NT Workstation, Windows 3.x, Mac OS Windows OS, Mac OS, Chrome OS, and i OS;
- UNIX or Microsoft Windows NT operating systems;
- Network operating systems;
- Principles of analysis and design of computer systems and procedures;
- Local and wide-area networking and data communications.

Ability to:

- Work with teachers, administrators, students, and community members.
- Serve as a resource person and provide assistance in training and use of computer systems and software packages;
- Work independently with minimal supervision;
- Analyze, design, program install, and maintain technical and complex programs;
- Plan and organize activities;
- Install, repair, upgrade, and salvage hardware;
- Make common sense decisions;
- Design, develop, implement, and support software;
- Operate local area network, wide area network, and voice network;
- Plan and evaluate networks;
- Manage telecommunications systems including defining requirements, selection of hardware, optimizing services, and maintenance of systems.
- Work with other technical personnel;
- Read, interpret, and apply complex technical publications, manuals, and other documents;
- Analyze complete administrative and data systems, identify problems, and develop logical conclusions and effective solutions;
- Document clear procedures and provide training for staff and users on implementation and operations requirements of systems;
- Communicate effectively in both oral and written form;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed materials.
2. Sufficient hearing to conduct, in person and by telephone, normal conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office, and media equipment.
5. Physical, mental, and emotional stamina to endure sometimes stressful conditions.

Approved by the Board on November 13, 2014