

O'Fallon Community Consolidated School District 90

Job Description

Job Title:	Technology Coordinator	Position Level:	District Wide
Location/Dept:	Technology Department	FLSA Status:	Exempt
Reports To:	Superintendent	Date Prepared:	July 2014

Description:

Under limited supervision, performs professional, supervisory, and management work and is responsible for the overall leadership and supervision of the technology program for O'Fallon School District 90. Areas of supervision are responsible for the development and implementation of a district-wide technology plan, providing staff development opportunities to meet the goals of the plan, selection, purchase, and distribution of all equipment, courseware, application software, networking and communication installations, and the development of associated standards, security and backup/recovery. Work involves providing resources, determining needs, setting direction, and implementing strategies to accomplish the goals of the department and the district. Work also involves performing general management functions of the department to include budget development and administration, organizational development, employee development/training, and other personnel related functions.

Performance Responsibilities:

- Supervises all technology services staff with direct responsibility for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
- Receives technology requests, works with schools, district level administrators and technology staff to integrate technology initiatives, determines scope of project and appropriateness, determines staffing, system, training and budgeting requirements.
- Supervises and works with technology staff to plan, develop and implement staff development activities that support the use of technology in all areas of education.
- Supervises and works with instructional technology staff to determine and implement appropriate uses of technology for instruction in the various subject areas and to provide courseware and materials for the computer skills curriculum.
- Supervises and works with technical staff to plan for, design and manage all local area networking, computer installations, standard district software and the technical support of these systems.
- Supervises and works with technical staff to plan for, design and manage all wide area networking, email/Internet services and the operational support of these systems.
- Directs, monitors, and assesses services provided by the technical staff that provides first line support for users and provides work-order tracking for technical staff.
- Assists with selection, purchase and distribution of equipment, courseware and related materials for the implementation of technology in all areas; reviews and evaluates new hardware and software as it is developed, prepares system specifications, prepares purchasing information, and manages site and system license agreements.
- Convenes technology committee meetings to share ideas and to improve the technology program.
- Participates in long and short range technology planning.
- Works with staff to develop and enforce backup/recovery plans for all systems; develop and enforce security standards and procedures for all systems.

Performance Responsibilities (continued):

- Prepares and submits division operational and organization-wide computer budgets; evaluates expenditures to ensure proper allocation of funds and adherence to organizational accounting requirements.
- Prepares, submits and ensures that expenditures meet proper guidelines for technology-related grants and reimbursement programs.
- Other related duties as assigned by the Superintendent.

Qualifications:

- Must have strong communication and interpersonal skills.
- Must have ability to establish and maintain effective working relationships with staff and the school community.
- Must have the ability to perform several tasks simultaneously.
- Must have the ability to speak clearly and concisely both in oral and written communication.
- Emotionally and physically able to perform duties required of assignment.

Minimum Requirements:

- Bachelor's degree with a minimum of 8 years of experience in educational technology.
- Applicable technology certifications (Microsoft, CompTIA, etc...) preferred.
- Physically able to climb ladders and lift/transport heavy objects.
- Must have a valid drivers' license to travel between buildings.