Technology coordinator

Primary Purpose
Under the general supervision of the Superintendent, to oversee and administer the functions and operations of the school district’s Information Technology Systems and technology activities, integrating technology into District functions and education, monitoring, maintenance and security of the district's network fiber, providing recommendations regarding potential hardware and software upgrades, maintaining the proper functioning of all computer systems, and facilitate ITV activities.

Essential Functions

- Oversees and manages the school district's Information Technology Systems and technology activities, including the development and administering of the District technology plan.
- Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and network operations, filtering devices, security, and proper use.
- Designs appropriate technical training materials or workshops the purpose of training school district employees in the use of computer applications.
- Maintains and monitors the school district local area network and fiber for the purpose of ensuring the efficient growth and development of productivity.
- Serves as a consultant to Member District Technology Coordinators and assists in the use of technology to support instruction.
- Develops school district Information Technology procedures and revises as necessary to ensure internal and external quality controls.
- Provides leadership and technical support for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system.
- Engages in trouble-shooting and problem solving to diagnosis problems with the school district’s computer network systems, hardware, software, and takes corrective action as needed.
- Researches computer hardware and software applications, vendors, consultants and current technology for the purpose of being knowledgeable on trends, ensuring availability of instructional materials, and recommending applications and purchases.
- Handles all questions from employees regarding the use of the school district's computer network systems for the purpose of resolving issues and implementing corrective measures.
- Maintains and ensures the reliability of key operating data and databases.
- Maintains records relating to inventory, repair and use of school district computer equipment.
- Composes or generates a variety of materials (e.g. reports, memos, letters, manuals, etc.) for the purpose of documenting activities, training, providing written reference and/or conveying information regarding the status of projects, etc.
- Recommends policies, procedures and/or actions for the purpose of providing direction for the school district’s IT function and to ensure the computer network system is meeting school district needs.
- Continues to acquire professional knowledge and learn of current developments related to the position by attending seminars, workshops or professional meetings, or by conducting research.

Additional Duties
Performs other related duties, as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.
Knowledge, Skills and Abilities

- In-depth knowledge of, and ability to use, MS Office Standard (Outlook, Word, Excel, PowerPoint, Access), including most current and previous versions.
- Knowledge of PC and MAC hardware and software.
- Knowledge of sound practices in network troubleshooting.
- Ability to problem-solve and prioritize a variety of support questions and user needs.
- Organizational and time management skills.
- Ability to report work orally or in writing to supervisor as required.
- Ability to carry out instructions furnished in written or oral form, and to work with minimum supervision.
- Ability to train employees and lead them through changes in procedures, etc.
- Ability to problem solve job-related issues.
- Ability to work with a diverse group of individuals.
- Ability to maintain confidentiality of information regarding school district financial and other information.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Education

- Preferred Degree in Computer Science or related field
- Formal training (courses, workshops, conferences) in use and implementation of technology in a school setting.
- Successful experience training others and serving as a resource in use of technology.
- Experience using a network to store, retrieve, and disseminate files and documents to end-users.
- Software troubleshooting experience.

To apply please email or mail a resume, letter of introduction and references to todd.lee@k12.sd.us or Howard School District
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