

SPEED JOB DESCRIPTION

Job Title

Technology Coordinator

Supervisor

Director of Technology

Position Guide

Non SEA/Non Tenured – Non Exempt

Salary Range

Commensurate with Experience

Qualifications

- Bachelor's Degree in related Technology Field.
- A+ certification and Network+ certifications.
- Three Years' experience with network operations
- Experience with various support agencies and vendors in technology areas
- Participation in continuous professional growth (e.g. workshops, in-services and available course work)
- Other qualifications of academic, professional, and personal excellence as the Governing Board may specify.

Essential Duties

1. Demonstrate knowledge, use and appreciation of modern personal technology.
2. Experience in systems, programming, data processing, computer operations, data communications and computer networks.
3. Exhibits knowledge of the role of comprehensive, state-of-the-art information processing and computer units of school systems.
4. Demonstrates an appreciation and genuine interest in applications of technology in school systems.
5. Experience with various agencies/vendors in technology areas.
6. Participation in continuous professional growth (e.g. workshops, in-services and available course work).

Job Responsibilities

1. Work closely with the other Technology Personnel.
2. Maintain online work request system.
3. Configures and installs workstations.
4. Maintain and implement computer images.
5. Assists with maintaining the District network.
6. Sustains online inventory system of all technology equipment.
7. Assist with performing network system administration.
8. Relocate and install technology equipment as needed throughout the District
9. Installs and upgrades District software as needed.
10. Assist with the monitoring and reporting of District network services.
11. Complete technology related work requests in a timely manner and document resolutions.
12. Install and upgrade District software as needed.
13. Provide support for all District software/hardware.
14. Research and present IT related recommendations and procedures to small groups.
15. Create and manage Apps in Google's Device Management System and Apple's Mobile Device Management Server
16. Performs other duties as assigned.
17. SMART Board Training if applicable.
18. Help with tech request that come in from Administrators.
19. Other duties may be assigned.

Skills/Competencies

- Understand Information Systems.

- Excel, Microsoft Word, PowerPoint, and Movie Maker.
- Project Management: keep to strict date deadlines and keep other to the deadlines.
- Strong Presentation and Training skills: need to be able to train others on how to use technology and the databases.
- Experience with basic technology troubleshooting.
- Ability to read, analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff is expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 12 month position

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date