

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### TECHNOLOGY COORDINATOR

(Replaces Network Specialist / Technology Coordinator)

#### QUALIFICATIONS

1. Bachelor's Degree in Computer Science preferred. Associate's Degree/Technical Certificate with related experience may be substituted for the Bachelor's Degree.
2. Apple and Microsoft training / certification and a minimum of five (5) years experience.
3. Strong communication and organizational skills

#### KNOWLEDGE, SKILLS AND ABILITIES:

Must possess extensive working knowledge of Microsoft Windows; Mac OS X, Microsoft Server, Active Directory Tools, Ethernet switched wired and wireless networks. Ability to work in and lead a team. Experienced in delivering training to adults/teachers. Ability to mentor, train, act as team leader of other technical support personnel and possess excellent communication, customer service and technical problem solving skills. Evidence of experience in the integration of technology into curriculum (preferred).

#### REPORTS TO:

Director of Technology

#### SUPERVISES:

Assigned personnel.

#### JOB GOAL

To provide on-site technical assistance for the implementation of instructional technology projects.

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Provide technical consulting assistance related to systems and software to school personnel and teachers.
- \*(2) Provide support for Windows and Macintosh based hardware and software in order to assist schools with the integration of technology into all subject areas.
- \*(3) Repairs and troubleshoots complex problems with computer equipment and software that Technology Support Specialists team members are unable to resolve.
- \*(4) Collaborates with other departmental personnel in the implementation of the technology plan.
- \*(5) Analyzes and prioritizes the workload of the team members, assigns work to team members as needed.
- \*(6) Coordinates team members to provide assistance and support across multiple sites as needed.

## **TECHNOLOGY COORDINATOR (Continued)**

- \* (7) Research software/hardware solutions for instructional purposes.
- \* (8) Maintain a proactive role in understanding and evaluating Macintosh (Apple) and Windows based products.
- \* (9) Assist with training of staff on hardware/software.
- \* (10) Perform network administration and implementation and assist with management of the District's Local Area Network.
- \* (11) Set up and configure hardware and install new software on school computers.
- \* (12) Provide support for District supported software and hardware.
- \* (13) Troubleshoots hardware, software, network, and operating system problems and provide on-going technical support to other Technology personnel.
- \* (14) Interact with other members of the Technology team to troubleshoot and resolve system level problems.
- \* (15) Manage and document inventory control of District networking equipment.
- \* (16) Coordinate and manage District and site-based projects.
- \* (17) Track all work in the help desk work order system
- \* (18) Perform hardware and software upgrades for all District supported hardware and software.
- \* (19) Keep current of trends, changes and developments in Network Administration and Technology as it applies to Flagler County Public Schools.
- (20) Performing other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

|                 |                   |
|-----------------|-------------------|
| Days            | Annual            |
| Hours per Day   | 8                 |
| Salary Lane     | CJZ               |
| Salary Schedule | Non-Instructional |

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

### **Job Description Supplement Code 7**