



JOB DESCRIPTION

Job Title	Technology Coordinator
Department	Information Technology
Reports To	Director of Technology
Classification	Non-Affiliated
Location	District Middle School
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Technology Coordinator acts as a technology integration architect and project manager as directed by the Director of Technology. This position provides leadership throughout the District for a wide range of technology related initiatives. This position assists a larger team to develop, lead, and facilitate District technology staff development, in-service and training, and managing and implementing complex technology related projects which support the Districts' goal and priorities.

Essential Job Functions

- Support the successful pursuit of the District Strategic Plan and priorities as well as School Improvement Plans by defining, delivering, and supporting the implementation of information technologies.
- Participate in committee activities and collaborate with others on system development, integration, and implementation of interfaces with other training and technology related systems.
- Innovate by partnering with staff, identifying specific needs and developing unique and sustainable solutions.
- Form interdependent teams focused on a common purpose, mutual accountability, and outstanding results.
- Seek long term solutions that are focused on exponential improvement and simplifying our clients' complex world.
- Conduct technological research and program evaluations by studying district goals, strategies practices and user needs, using qualitative and quantitative data on questions of interest.
- Develop strong interpersonal relationships with our staff so that they are willing to utilize technology and the solutions that you offer to reach beyond their comfort zone.
- Utilize personal communication as a primary means to bring people together and build trust.
- Keep stakeholders informed and gather critical feedback to improve processes and relationships.

- Leverage individual abilities to compliment colleagues' needs, recognize self-weaknesses, and willingly pursue growth opportunities and trainings that will strengthen our team and support the District's mission.
- Work collaboratively with district staff and vendors to create solutions that support the District while developing positive relationships with high quality vendors.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies.
- Recommend information technology strategies, policies, and procedures by evaluation outcomes, identifying problems, evaluating trends, and anticipating requirements.

Ancillary Job Functions

- Contributes to team effort by accomplishing related tasks and project as needed or assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Minimum of a Bachelor's Degree with experience in Pre-K-12 instructional programs.
- Minimum of five years' experience in Instructional integration of technology, educational leadership, and professional development.
- Experience with Learning Management Systems, (LMS) and utilizing LMS to increase student engagement, effectiveness of assessment, and improved individualization of instruction.
- Experience with managing, configuring, and maintaining instructional technology systems and tools.
- Formal experience evaluating effectiveness of programs and systems resulting in recommendations for improvements.
- Experience utilizing Microsoft Office tools such as Word, Excel, and PowerPoint for productivity tasks.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Wisconsin Educator license and a minimum five years Pre-K-12 teaching and/or education experience.
- Project Management Professional (PMP) Certification or current equivalent.
- Experience evaluating client concerns or needs and developing comprehensive solutions based upon the true sources of the issue through effective listening and Socratic type questioning.
- Experience with hardware, software or issue troubleshooting and resolution protocols.
- Working knowledge of deploying and maintaining computer fleets, computer peripherals, mobile devices, and audiovisual equipment.
- Demonstrated experience developing effective visual and graphic designs for instruction and documentation.
- Experience with project reporting metrics, word processing, spreadsheets, and flowcharting applications, and project management software.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work independently and take initiative without direct supervision within stated procedures and policies on multiple projects, training, and professional development.
- Ability to exercise sound judgement while managing and completing multiple tasks and complicated detail work in an organized fashion in the face of changing priorities while meeting scheduled and time frames consistently.
- Ability to work cooperatively and contribute to educational and technical solutions development with team members' diverse staff and students in a problem resolution and mentor role.
- Ability to learn and use a variety of hardware and software applications.
- Ability to read and comprehend technical narrative material including manuals, handbooks, and instructional memoranda for application to daily work.
- Ability to communicate effectively orally and in writing.
- Ability to maintain a high quality customer service orientation.
- Ability to work hours outside of school day as off-hours work will be required.
- Knowledge of classroom integration of technology into curriculum, assessment, and instruction.
- Knowledge of the Children's Internet Protection Act (CIPA) and the Family Educational Rights and Privacy Act (FERPA).
- Basic understanding of the Project Management Body of Knowledge areas as defined the by Project Management Institute.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/school environment and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.