

POSITION DESCRIPTION

TITLE:	Middle School Technology Coordinator	SUPERVISOR:	Director of Technology
DEPARTMENT:	Information Technology Department	CLASSIFICATION:	Certified

I. Accountability Objectives:

To provide technological leadership and assistance for a wide range of issues, to troubleshoot and maintain instructional computer systems, and software throughout the building and District in coordination with the district staff. To lead and facilitate technology staff development planning at the site, and provide in-service and training to staff as needed.

II. Position Characteristics:

Salary: Set annually by Board of Education
Length of Contract: 189 days

III. Position Relationships:

Reports to: Director of Technology
Coordinates with: Building Principal, Network Manager, Network Engineer, District Staff
Type of Coordination: As directed by Director of Technology
Supervises: Information Technology Assistant – Middle School, Students
Allocation of Time: As directed by Director of Technology

IV. Position Qualifications:

A. Required Qualifications:

Bachelor's degree in education is required or eligibility for temporary teaching certification. Knowledge of network communications theory and troubleshooting techniques.

B. Desired Qualifications:

Three years of demonstrated experience in the following areas:

1. Managing, configuring, and maintaining current version Windows OS file servers and directory services
2. Knowledge of instructional technology programming and the ability to support the development of new educational technology initiatives
3. Administer network users
4. Managing network systems and workstation configuration, TCP/IP protocols, wiring infrastructure
5. Managing current version of Windows OS workstations
6. Installing, managing, and supporting a myriad of software application packages
7. Utilizing Microsoft Office tools such as Word, Excel, PowerPoint and Access for productivity tasks
8. Hardware troubleshooting and issue resolution protocols
9. Experience with HTML, Web Page Design, FrontPage and IIS
10. Visual and graphic design skills
11. User training in a variety of applications
12. Managing staff and help desk

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C. Special Requirements:

Ability to work independently without direct supervision within stated procedures and policies. Off hours work will be required. Demonstrated customer service personality. Exemplary oral and written communication skills. Ability to handle multiple tasks simultaneously. Ability to work with staff and students in a problem resolution, and mentor role. Ability to take initiative on projects, training, and professional development.

V. **Position Responsibilities:**

- A. Manages server performance, resiliency, and disaster recovery.
- B. Documents existing system infrastructure performance and aids in creating and implementing security policies and procedures.
- C. Works on special projects including software implementation, systems integration, and limited application development.
- D. Troubleshoot and maintain instructional microcomputers and their peripherals and interfaces.
- E. Troubleshoot and maintain instructional software, including software installation and configuration of new systems.
- F. Administers user, machine, and e-mail accounts for the building in their sphere of responsibility.
- G. Serves as second tier support technician for satellite schools in building network cluster.
- H. In coordination with district Network Manager and Network Engineer, supervises and maintains instructional networks, the library automation system and other systems as they come on-line.
- I. In coordination with the Data Processing Manager and district Network Manager, supervises and maintains access to administrative networks, the student records system, the financial system and other systems as they come on-line.
- J. Designs, creates, manages and maintains building web page, including access for all users in building. Identifies and resolves software error conditions as they arise through user fault or software incompatibility. Manages security and appropriateness of content.
- K. Responsible for creating, updating and maintaining static content on public Website and insuring the content meets standards for grammar, style, coding and uniformity. Will also coordinate scheduling, prioritizing and tracking of new site content projects, revisions and additions.
- L. Advanced configuration of workstations, perform data backups and restorations, troubleshoot configuration problems and establish client network connectivity.
- M. In coordination with the district's Integration and Software Specialist, provides in-service and training to staff on a wide variety of computer hardware and application software.
- N. Assists in the evaluation, recommendation and acquisition of new technologies into the district K-12 program.
- O. Provides telephone and on-site support to media specialists in elementary buildings.
- P. Assist teachers with Internet access; facilitate other telecommunications access through network devices such as district VoIP telephone system, assessment and evaluation systems, and parent communications systems.
- Q. Coordinates and plans moves, adds and changes of all PC hardware.
- R. Manages update of all workstation software by implementing image revisions on a regular basis.
- S. Forecast the levels of use that the building IT systems will experience and create recommendations to reflect those predictions.

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- T. Develops and prioritizes building level technology budgets.
- U. Coordinates and assesses educational and technical needs with building administration and department chairs.
- V. Develop and carryout personal professional development plan.
- W. Performs other tasks as assigned.

*Eau Claire Area School District
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New: 07/2005

Revised: 07/2008 (Various Title Changes) 2/2010 (Position Relationships)

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