

Vanlue Local School District

301 East Street Vanlue, Ohio 45890

Position: Technology Coordinator FLSA Status: Non-Exempt
Reports to: Superintendent Grade/Level: K-12
Employment Status: Regular/Full-Time Amount of Travel Required: No travel required

The following is a partial job description:

Description:

The Technology Coordinator shall be assigned duties for planning, implementation, and use of technology and information systems in the Vanlue Local School District, especially as it is related to student performance, curricular technology integration and overall systematic/network support. Promotes and effective learning environment and encourages program innovations. Keeps the superintendent informed about emerging issues.

Qualifications:

- Bachelor's Degree in Education, Educational Technology, Computer Technology, Computer Science, Business Technology, or any other related discipline or experience equivalent
- Experience in planning, directing, and coordinating technology programs
- Exemplified administrative leadership, systems administration is preferred
- 3+ years of previous experience as Technology Coordinator or related position preferred

Essential functions:

- Plan, Direct, specify, and procure the purchase of technology equipment and materials to ensure the needs of the district are being met in the most efficient and cost-effective manner while emphasizing classroom implementation and student growth
- Assist in the set-up and administration of state and national assessment platforms (i-Ready, OST, TIDE, ACT, etc.)
- Supervise District printing
- Router/Switch configuration
- Google and Microsoft Administration
- Wireless network administration
- Hyper-V Server administration
- IP-PBX Administration
- Administration of Video security, PA system, and door security
- Manage backup, security, and network systems
- Assist with technology grant procurement and development
- Oversee inventory of all technology equipment used by staff and students
- Assist with the development and implementation of the district's technology plan/vision
- Provide support for EMIS, DASL, and Progressbook
- Assist in maintaining District's website content
- Maintains the district's WAN infrastructure (including routers, switches, and firewall), LAN infrastructures, voice communication systems, video networks, Internet access to include Internet filtering, anti-virus protection, and e-mail system

Other Duties:

- Collaborate with local government officials and safety personnel, as applicable
- Works closely with the Superintendent to develop and maintain the district's technology budget
- Regularly attend job-specific meetings and professional development
- Other duties assigned by the Superintendent

Required Knowledge, Skills and Abilities:

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to work effectively with others
- Effective, active listening skills
- General computer and word processing skills, including spreadsheets, database, and presentation software
- Knowledge and experience in teaching and teaching methodology
- Serve as a role model for students in how to conduct themselves as digital citizens
- Ability to manage servers, network resources
- Experience with and the ability of writing and securing grant funding, as applicable
- Adaptability - Ability to adapt to change in the workplace
- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities
- Decision Making - Ability to make critical decisions while following company procedures
- Ethical - Ability to conform to a set of values and accepted standards
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions i.e. being prepared to come to work on all scheduled work days
- Regular interactions with the student population
- Some requirements to travel
- Evening/weekend work
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop
- Frequently lift, carry, push, and pull various items up to a maximum of 40 pounds
- Required to meet all teacher standards regarding background check with Ohio BCI and the FBI

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.