

**BIBB COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE: TECHNOLOGY COORDINATOR**

**CLASS:** Support Personnel

**LEVEL:** Technology Coordinator

**DEPARTMENT:** Technology

**SUPERVISOR:** Superintendent

**SERVICE TYPE:** Classified

**FLSA:** Exempt

**SALARY:** BCS Salary Schedule

**TERMS OF EMPLOYMENT:** 12 Months

**JOB GOAL:**

To insure resources are available for learning and instruction through the effective use of technology in the Bibb County Schools.

**MINIMUM QUALIFICATIONS:**

1. Master's degree or above from an accredited college or university with an administrative certificate.
2. Minimum of five (5) years' experience with technology systems. Five (5) years' successful experience with Local Area Network management.
3. Wide Area Network management skills.
4. Local Area Network management skills.
5. Knowledge of IP, TCP/IP protocol and integration within WAN.
6. Experience with routers, including filters and configuration.
7. Knowledge of LINUX and WINDOWS operating systems, including, but not limited to, 2000, XP, VISTA, WINDOWS 7, 2000 SERVER, 2003 SERVER, UBUNTU, XANDROS, AND CENTOS.
8. Possess and maintain valid Alabama driver's license and BCS insurable driving record.
9. Must meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No.2002-457.

**ESSENTIAL FUNCTIONS:**

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Serve as the point of contact for E-rate and technology issues.
3. Serve as the local technology liaison and coordinator of specific initiatives established by the Technology Initiatives Office (ALSDE).
4. Coordinate the technology initiatives for all schools in the system which includes school technology plans.

5. Prepare the development and yearly updates of the system technology plan inclusive of administrative and instructional technology issues addressed in the local school plans, system and individual school plans.
6. Conduct periodic meetings of the System Technology Committee.
7. Maintain effective communications with all school technology representatives.
8. Be liaison to system, schools, and board.
9. Attend meeting conferences, and workshops such as the Alabama Educational Technology Conference, Alabama Education Technology Association Conference, IITS video conferences, State/National conferences.
10. Keep current on emerging technology practices in education.
11. Prepare the E-Rate applications and reports in coordination with Associate Superintendent.
12. Monitor Network to ensure proper functioning of equipment.
13. Monitor Network for abuses of Acceptable Use Policy.
14. Monitor Network to ensure that there is proper bandwidth available for instructional purposes and use of IVC equipment, phones and Internet.
15. Supervise computer technicians and management of work requests for technical assistance or hardware problems.
16. Manage and assign IT department staff to duties so that equipment/network gets repaired/maintained efficiently.
17. Supervise and manage the installation and configuration of local area networks and wide-area networks, including file servers, switches, and routers.
18. Supervise and manage Internet access for BCS including configurations for work stations, file servers, router, and switches.
19. Supervise and manage E-mail access and resources for BCS employees.
20. Trouble-shoot equipment and effect repairs for hardware and software problems associated with network, when technicians need assistance.
21. Supervise work done by technicians/specialists to ensure that proper repairs have been affected.
22. Provide technical advice and assistance on computer hardware and software needs to all faculty and staff.
23. Plan and conduct technology training sessions where applicable.
24. Ensure that technology purchases are done in accordance with State and Federal Bid laws.
25. Approve all technology purchases.
26. Assign static ip's for network resources and ensures proper configuration.
27. Assign the IT department staff to ensure that network/cloud resources are available and functioning properly, such as I-Now, STI PD, file servers, WAN and LAN, Trouble Ticket server, Detached duty server, Field Trip server, Time Clock server, PCS district server, PCS servers at the school level, PCS point of sale and keypads, McAleer server, Microsoft WSUS server, Domain Controller, Backup Domain Controllers, New Century Server, My Reading Coach Server, DHCP servers, DNS server, Tandberg video conferencing equipment in 4 labs and district server.
28. Coordinate the voip phone system and addition of extensions or movement of equipment.
29. Coordinate the Link phones within the system and program contacts into the new phones.
30. Coordinate the Analog phone line in the system.