

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### TECHNOLOGY COORDINATOR

**QUALIFICATIONS:**

- (1) Served as a successful Principal, Assistant Principal and / or teacher with demonstrated interest in technology.
- (2) Respected in District as an educator and leader.
- (3) Current role allows reasonable time to handle these additional responsibilities (some outside of working hours).
- (4) Current role allows communication directly, frequently during the normal workday.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of, (1) process for developing systems solutions using technology, and (2) a range of technology devices and their potential uses in learning environments. Skills in organization and planning with good written, verbal and presentation abilities. Ability to communicate educational concepts to technical personnel and technical concepts to educational personnel is critical. Ability to work well with groups of people is essential.

**REPORTS TO:**

Director of MIS

<p><b>JOB GOAL</b></p> <p>To coordinate the planning and software development of technology in the District from an educational perspective.</p>
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**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- (1) Coordinate the planning for technology among schools, District offices and technical personnel.
- (2) Design, install, manage, and maintain the wide area network and coordinate services of telecommunications with engineering and construction companies.
- (3) Design and monitor, in concert with other stakeholders, local area networks in schools and departments and install and maintain them.
- (4) Provide technical training and development of school and department staffs relating to networks/communications.
- (5) Monitor technology developments in the area of networks/communications and plan for upgrades and modifications to existing infrastructure.
- (6) Review all purchases of network hardware and software to ensure compatibility with the infrastructure design.
- (7) Design and/or monitor the design and installation of all retrofit projects and new construction relating to networks and communications devices.
- (8) Provide leadership to task teams assigned to develop software programs (unique to Jackson County) to improve instructional or operational functions.

**Board Approved July 21, 1998**  
**Amendment Board Approved April 15, 2003**  
**Amendment Board Approved March 19, 2013**

**TECHNOLOGY COORDINATOR** Continued)

- (9) Provide leadership in reviewing proposed purchases of hardware, software, networks and peripherals in concert with educational and technical personnel to ensure compatibility with District-wide infrastructure and take advantage of volume purchasing discounts.
- (10) Provide organization leadership to the District Technology Committee as they develop a "priority list for technology development" to recommend to the Superintendent.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.
- (12) Other duties assigned by the immediate administrator or supervisor.

**PHYSICAL REQUIREMENTS:**

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

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, Instructional Salary Schedule  
226 days (\*amendment from 196 days to 226 days is contingent upon JCEA negotiation/approval)  
7.75 hours per day

**EVALUATION:**

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