

SERIES 500 - PERSONNEL

Support Staff Job Descriptions and Evaluation - 560

Job Description and Evaluation for Technology Coordinator (561)

BASIC FUNCTION

The basic function of the Technology Coordinator is to provide expertise, operations, maintenance, support and technology system management to the technology needs of the Norwalk-Ontario-Wilton School District.

POSITION REQUIREMENTS:

1. 2 or 4 year degree as a computer technician.
2. Demonstrated knowledge of instructional technology operating systems, including hardware and software operations.
3. Be able to lift and carry 60 pounds.
4. Be able to kneel, stoop, bend over, crawl and climb a 15 foot ladder.
5. Ability to proactively and positively communicate verbally and in writing.
6. Experience in district owned instructional technology and personally own mobile electronic devices.

REPORTS TO

The Technology Coordinator shall report to the Superintendent.

RESPONSIBLE FOR

The Technology Coordinator Instructional is responsible to set-up, operate, and maintenance, tear down and disposal of the computers, servers, and all other instructional technology associated with all educational areas. The Technology Coordinator must also be involved with and provide training and support to staff and students when dealing with instructional technology.

SPECIFIC RESPONSIBILITIES

A. Network Administrator Instructional Technology Management

1. Sets up, configures, and supports the school district's internal and/or external networks.
2. Develops and maintains all systems, applications, security, and network configurations.
3. Serve as a liaison with a vendor and will troubleshoot network performance issues and creates and maintains a technology disaster plan.

4. Supports, monitors, tests and troubleshoots hardware and software problems pertaining to the Local Area Network. (LAN)
5. Manages the deployment, maintenance, support and upgrade of servers, desktop PC's, laptops, hardware, software, operating systems and distributed printers.
6. Prioritizes workflow to best support the school district's computing needs.
7. Manages the maintenance of systems to protect from unauthorized users.
8. Manages all g-mail accounts used by school district students and staff.

B. Computer Technician

1. Installs and configures workstations all instructional technology as efficiently as possible.
2. Provides students and staff with hardware and software operational support
3. Supports and maintains user account information including rights, security, and system groups.
4. Identifies, researches and solves technical problems.
5. Provides administrative support for use of Skyward software and the WSLs and ISES programs.

C. Budgeting

1. Develops and submits a list of technology needs with costs to the Superintendent by February 28 for the following school year.
2. Bids out and orders products in the most time and cost efficient manner.
3. Informs the Superintendent of district technology needs throughout the school year.

D. Personnel Interactions

1. Meet and deal with people effectively.
2. Possess the ability to work effectively with others.
3. Communicate problems and solutions with staff in a pleasant, timely and accurate manner.
4. Assist all individuals in a professional, amiable and courteous manner.

E. Other

1. Serve on the school district's Technology Committee

2. Show professional growth by routinely upgrading skills and keeping current on new technology developments in order to meet changing job conditions.
3. Maintain confidentiality of all student and employee records along with all applicable school board policies and state laws.

EVALUATION OF THE TECHNOLOGY COORDINATOR

The evaluation of the Technology Coordinator will be done annually, prior to May 15, by the Superintendent. The person employed in this position will be evaluated on the duties outlined in this policy, the general employability skills that consist of attendance, attitude, the ability to work with others, and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the Superintendent may write a narrative, or use a rank-order scale to evaluate how the Technology Coordinator is performing each task listed. If a rank order scale is utilized, the following values will be used to determine employee performance:

- 5 = Exceptional
- 4 = Very Good
- 3 = Above Average
- 2 = Average
- 1 = Poor

The Technology Coordinator will be given an opportunity on the evaluation to write responses to any comments made on the evaluation. Either party involved in the evaluation process may call for a face-to-face meeting over the evaluation. The Technology Coordinator must return a signed evaluation to the Superintendent within five business days after receiving the evaluation

Adopted: 11/14/05