

SECTION I: GENERAL INFORMATION

Classification Title: Technology Coordinator	Department: Technology	Unit: Coordinators
Immediate Supervisor: Director of Curriculum & Instruction	Grade Placement:	FLSA Status: Exempt
<p>Job Summary:</p> <p>Under the direction of the Director of Curriculum & Instruction, the Technology Coordinator is responsible for planning, directing and overseeing the operations and personnel of the department engaged in the development, deployment, maintenance, security, staff training, support and upgrade of the District’s technology infrastructure, hardware, software, and applications.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision-making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages and supervises the daily operations and staff of the technology department.
 - Plans, organizes, and directs the implementation of both small and large IT initiatives in accordance with district goals.
 - Allocates resources and assures IT project timelines and milestones are achieved.
 - Plans, formulates and develops the long range and short-range strategic technology plan for the district in accordance with state mandate.
 - Researches best practices and products to meet and support the technology needs, mission and objectives of the district.
 - Collaborates and works with district administrators, staff, and users of technology in assessing needs, planning and identifying technology requirements of the district.
 - Prioritizes and assists in the troubleshooting of daily issues and concerns of users and technology operations.
 - Recruits, screens, interviews, selects, evaluates performance and initiates performance actions.
 - Monitors work projects, staff training, and controls work assignments and job status changes.
 - Oversees staff training and development.
2. Manages, deploys, monitors, maintains, develops, updates and supports all IT systems including servers, PC’s, operating systems, telecommunications, security devices, software applications and peripherals. Provides expertise and support during systems upgrades, installations, conversions and file maintenance. Oversees and supervises power backup and disaster recovery efforts for data, server/network systems, and telecommunications.
3. Oversees, manages and implements strategic technology plans, infrastructure plans initiatives and ongoing projects.
 - Allocates resources and assures IT project timelines and milestones are achieved.
 - Plans, formulates and develops the long range and short-range strategic technology plan for the district in accordance with state mandate.
 - Researches best practices and products to meet and support the technology needs, mission and objectives of the district.
 - Collaborates and works with district administrators, staff, and users of technology in assessing needs, planning and identifying technology requirements of the district.
 - Oversees and manages contracted services or vendor services.
4. Confers with and collaborates with outside agencies (e.g. TIES, MN Dept of Ed, ERDC, Anoka County Broadband, etc.) in delivering technology services to the District.

5. Oversees and administers the budget for technology and technology services.
6. Oversees and manages the District Print Operations, district security systems; video storage systems; student/parent portal access; and district digital records archive program.
7. Provides support for camera coverage and camera clarity/quality. Archives camera footage. Develops methods to best utilize the system for crisis situation/management. Provides maintenance to system cameras and maintains system software package.
8. Performs other duties of a comparable level or type, as required.
 - Keeps informed of current and future technology changes.
 - Attends TIES training sessions, attends conferences and workshops.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Network Administrator	2
2	Lead Technician	4
3	Technology Support Assistants	2
4	Office Professional	1
TOTAL		9
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Delegating, supervising, planning and prioritizing the daily activities of technology personnel. • Conducting needs assessments of technology support, training, overseeing the delivery of staff training and support. • Managing, implementing and assisting district staff in the troubleshooting of network systems, telecommunications, security, web services, email, voicemail, and enterprise systems. • Planning, coordinating and implementing district technology plans, projects and programs. • Consulting with, advising, and collaborating with staff concerning issues, objectives, goals and strategies for the integration of technology throughout the district. • Planning and preparing technology budgets and overseeing the purchasing of all district technology. • Developing technology plans, projects and procedures including disaster recovery procedures, the design of security procedures, department documentation processes. • Communication and presentational skills to train staff, to prepare reports, and to collaborate with all levels of district staff in the planning, integration and support of technology throughout the district. 	



EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Bachelor's Degree	
High school diploma or GED.		Major field of study or degree emphasis:	
1 year college		Computer Science, Information Technology, Computer Networking or closely related area.	
3 years college	x	4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
2nd year graduate level		<ul style="list-style-type: none"> • Knowledge of network operating systems and network management tools, servers and equipment (Microsoft Exchange Server, Active Directory, IIS Server, routers, servers, switches, firewalls, workstations, and various computer operating systems). • Knowledge of electrical capacity, cabling, electrical codes, voltage, technology circuits, devices, etc. • Knowledge of computer operating systems, office productivity software (e.g. Office); security and registry settings. • Knowledge of technology hardware and software, network management concepts and protocols, tools and equipment including telecommunications (voice/data). • Knowledge of supervisory and management fundamentals and principles. • Knowledge of district general administrative policies and procedures (i.e. purchasing, accounting, documentation, HR, budgeting.) • Knowledge of MN State and federal testing requirements and set up of testing labs. • Knowledge of K-12 educational operations, mandates, and best practices for integrating technology to enhance school programs and operations. • Knowledge concerning the design, installation and development of data networks. • Knowledge of network system security, disaster recovery and backup/storage systems and procedures. • Fundamentals of user training program development. • Principles of network administration in a multi-server, multi-location environment. • Methods and practices of designing, installing, repairing, troubleshooting and upgrading network systems. • Principles and practices involved in installing of networking applications software. 	
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of 5 years experience administering technology programs and operations.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a valid MN Driver's License. Power Limited Technician Licensure,	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Delegating, supervising, planning and prioritizing the daily activities of technology personnel. • Conducting needs assessments of technology support, training, overseeing the delivery of staff training and support. • Managing, implementing and assisting district staff in the troubleshooting of network systems, telecommunications, security, web services, email, voicemail, and enterprise systems. • Planning, coordinating and implementing district technology plans, projects and programs. • Consulting with, advising, and collaborating with staff concerning issues, objectives, goals and strategies for the integration of technology throughout the district. • Planning and preparing technology budgets and overseeing the purchasing of all district technology. • Developing technology plans, projects and procedures including disaster recovery procedures, the design of security procedures, department documentation processes. • Communication and presentational skills to train staff, to prepare reports, and to collaborate with all levels of district staff in the planning, integration and support of technology throughout the district.
--	---

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Amount of Time Spent				
	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs			X	
Sit			X		Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear			X						
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:
Medium Work:
 Exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties: Work responsibilities are performed in a typical school setting. The potential for electrical shock can exist when working with electrical and electronic components but the risk of environmental and physical hazards and risks can be characterized as minimal given the training, application of safety precautions and procedures.</p>
-------------------------------------	--



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world.</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature
Date

Classification History:
 Created classification description 6/2016 BCC

