

# FAIRFIELD AREA SCHOOL DISTRICT

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**Position Title:** Coordinator of Computer Services and Technology

**Department:** Technology

**Reports To:** District Superintendent

**Date:** Board Approved February 1, 2016

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**SUMMARY:** Provide general oversight of the IT infrastructure, provisioning, planning, installation and operation. Responsible for researching, planning and implementation of the most recent technology that aligns with the mission, vision and goals of Fairfield Area School District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned)*

## 1. Design

- a. Incorporate principles of the District technology plan into the development of the school technology plan. Assist the Assistant to the Superintendent for Instructional Services in the development and implementation of the school district technology plan. Work with administrators, staff, and committees who will help implement the technology plan.
- b. Provide input into the development and implementation of the school technology plan.
- c. Provide for on-going evaluation of the school technology plan and make program modifications as needed.
- d. Serve as a member of District committees for the development of training materials and programs to disseminate technology information and promote cooperation among schools.

## 2. Consultation

- a. Establish an environment which encourages creative and independent use of instructional technology throughout the school.
- b. Assist teachers in the use of computer lag.
- c. Provide technical assistance to facilitate the use of technology based communication by school educators.
- d. Provide input to various committees in order to facilitate the implementation of existing and future media technologies in the school.
- e. Provide technical assistance to school staff for use of software and hardware resources of the integrated learning system/multimedia classroom.
- f. Provide assistance to teachers in monitoring of students using the system.
- g. Participating in study and training as necessary to update knowledge of the integrated learning system.
- h. Performing other duties as assigned by the Superintendent or designee.

## 3. Information

- a. Interpret the school's instructional technology program for staff, parents, and members of the community.
- b. Provide educators with information about new technology developments in the specific area of responsibility.
- c. Seek educator and student participation in selection and evaluation of technology materials and equipment to support instructional objectives.

#### **4. Administration**

- a. Assist in the provision of a well-chosen collection of technology materials and equipment to meet identified needs of the school instructional technology program.
- b. Assist in the organization of technology for easy accessibility by students and educators in order to fulfill the instructional technology program of the school.
- c. Assist in the implementation of standard technology program in the school.

#### **5. Leadership Responsibilities**

- a. Supervise all personnel within the technology department including the hiring, supervision, professional development and evaluation of all staff.
- b. Develop and encourage professional growth for all staff.
- c. Takes leadership roles on district level committees as assigned by supervisor.
- d. Establish the district vision for how technology will support the district's strategic and operational goals.
- e. Provides leadership in the alignment of technology with all district systems (instruction, assessment, budgeting, data management, security, facilities)
- f. Communicate regularly with administrative team on the latest information technology advances and how they may impact the district.
- g. Communicates critical technology updates to all staff.
- h. Collaborate with the Superintendent to develop and monitor all policies regarding the use and access of computers and networks in the school district.

#### **6. Managing Technology and Resources**

- a. Direct, coordinate, and ensure implementation of all tasks and operations related to technical, infrastructure, standards, and integration of technology into every aspect of district operations.
- b. Maintains knowledge of: system design; standards concepts (e.g., networking standards and interoperability); resources available (e.g., funding and people); rationale for technology choices made; needs for training.
- c. Provide oversight for the technology department help desk service.
- d. Develop best practices and written documentation for operations.
- e. Oversees the management and maintenance of the district emergency notification system
- f. Serve as primary contact with outside vendors in the generation of Requests for Proposal, bids, contracts, agreements, and other major vendor interactions
- g. Maintain security and privacy of the information systems, communication lines, and equipment.
- h. Ensure the continual functioning of mission critical operations and systems
- i. Organize and supervise an efficient system for evaluating requests for technology supplies/equipment in collaboration with other district administrators.
- j. Maintain a current and accurate inventory of all school district computer and network hardware and software to include complete network diagrams.
- k. Maintain accountability for all service contracts within the technology budget, and software licenses used in the school district, purchase updates, and renew licenses as required.
- l. Maintain all equipment warranty information.
- m. Maintain current network backups, anti-virus software, and other PC and Server operating system updates as required.
- n. Plan and maintain adequate computer and network equipment environment requirements.
- o. Order and maintain an adequate yearly inventory of computer and network related supplies for the school district.
- p. Coordinate the design, implementation, and utilization of all new school district PC's, Servers, LAN, WAN, and other related equipment.
- q. Prepare and maintain accountability for the school district technology budget that includes all items technology related, phones, and copiers.
- r. Coordinate computer network, hardware, and software purchases through various vendors within the policy guidelines of the school district.

## 7. Data Management

- a. Manage the establishment and maintenance of systems and tools for gathering, integrating, and reporting data in usable and meaningful ways to produce a system in which data management is critical to strategic planning.
- b. Responsible for management and operation of the student information system.
- c. Oversee the operations and security of all district data systems and data resources.
- d. Guide the standardization of data entry for the student information system, data warehouse, and other district databases
- e. Coordinate and administer for all staff and student users adequate and timely access to the school district network.
- f. Collaborate with the Data clerk to maintain a current list of all school district staff and student passwords in a secure manner.
- g. Maintain adequate school district email access and availability.

## 8. Technology Support

- a. Collaborate with administrative team on matters of instructional technology, testing, data management, and software procurement.
- b. Collaborate with teachers, principals, and other administrative staff so they may develop skills, knowledge, and expertise in the effective use of materials and equipment available for instructional and classroom management processes.
- c. Provide technology support for the school district transportation system, business office system, telephone system, video conferencing, district Cyber School, cafeteria, and other departments as needed.
- d. Coordinate and provide technical assistance in installing, maintaining, troubleshooting, and repairing all computer network, hardware, and software in the school district.
- e. Provide copiers, telephones, email, on-line, and on-site technology support to all school district employees in the performance of their job responsibilities.

**SUPERVISORY RESPONSIBILITIES:** Technology Department

**QUALIFICATION REQUIREMENTS:** Individual must possess knowledge of principles and practices of organization, administration and personnel management including supervision, training and performance evaluation, budget preparations and administration. Excellent organization and communication skills are necessary. Ability to directly supervise employees.

Vision for current technology in education; comprehensive knowledge of networking, hardware, and software; ability to maintain and solve problems on various Desktop PC's, Servers, LAN's, and WAN's; ability to work effectively with and provide appropriate training for employees of all classifications.

**PHYSICAL DEMANDS:** Position requires sitting, standing, walking or moving throughout the district, often for extended periods of the workday. Must be able to hear (40 decibel loss maximum), verbally communicate and see with near acuity of 20 inches or less and far acuity of 20 feet or more with depth perception, accommodation and field of vision. Performs a variety of duties, able to make judgments and work under high level of stress. Subject to inside environmental conditions. Driver's license required. Employee needs to be available at all times (24/7) as required by the employer.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Office interruptions are a common occurrence.