

Vail School District Job Description

Job Title: Site Technology Coordinator

Department: School

Reports To: Principal & Chief Information Officer

FLSA Status: Exempt

Revised: December 10, 2013

SUMMARY: Responsible for the planning, implementation, and use of technology at the assigned school or site.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

District-Level Responsibilities - These are the services that site technology coordinators are expected to provide regardless of location.

Manages user accounts on District services, including Directory, Email, Collaboration, Cloud and other services as needed. Ensures that user accounts are up-to-date, secure, added and deleted as necessary.

Manages network connectivity, including switches, wireless access points, and controllers. Manages network services (content filtering, Domain Name Services, DHCP, et al) to ensure optimal network performance and user satisfaction.

Advises Chief Information Officer on needed upgrades or additions to network.

Manages site telephony infrastructure, including phones, voicemail accounts, call handlers (automated greetings), distribution lists, etc. Maintains local E911 system information to ensure proper emergency notification and response.

Maintains site file server, storage, and backup routines.

Manages CLIP program for site, providing support and testing to site personnel, and asset management and compliance verification to the District CLIP Coordinator.

Provides District-contracted third-party providers (Sodexo, et al) with technology support to provide services within the course of regular school operations.

Continued research and development into new technologies and approaches to propel continuous improvement to district technology efforts.

Meets regularly with District Technology Team for collaboration and professional development. Shares information received with Principal.

Site-Level Responsibilities - These services are provided at the site, and may vary depending on individual site needs and expectations.

At Principal's or Site Supervisor's direction, articulates and executes instructional technology goals and

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initiatives at the site. Determines needed equipment and district support required to meet these goals. Provide or coordinate professional development opportunities for site staff to meet technology goals and/or acquire necessary skills for job performance.

Supports and maintain technology-related equipment at site, including computers, projectors, instructional aids, printers and similar equipment. Also ensure that maintenance and repairs to equipment are managed.

Maintains records of site technology assets, to ensure asset management and loss prevention. Dispose of obsolete and nonfunctional technology equipment on a timely basis.

Provides support for school communication efforts, possibly including websites, newsletters, video broadcasts, and mass notification services.

Provides investigative and forensic services to assist in student incident or security investigations. Coordinates with site Technology Advisory Team (TAT) member to provide support and professional development.

Maintains a professional work environment that generates team unity, trust, and collaboration.

Must be able to establish and maintain effective working relationships with school personnel, families and the public.

SUPERVISORY RESPONSIBILITIES

This position supervises (or provides input into the evaluation of) the Computer Lab Technician, if assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree

One to three years of related experience and/or training, or any equivalent combination of related experience and/or training; or equivalent combination of education and experience as approved by the Chief Information Officer.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, technical documents and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to students, parents, and employees of the organization. Ability to communicate effectively with students who have speech and language disabilities. Ability to present effectively to large groups.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or

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diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arizona teaching certificate preferred. Arizona fingerprint clearance card required. If candidate holds AZ teaching certificate, he/she will be placed on the Certified Salary Guide. If candidate is not certified, he/she will be placed at Level 23 on Classified Salary Guide.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb various equipment including but not limited to ladders and step stools or balance and stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

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 primary work environment is indoors. The noise level in the work environment is usually moderate. Comes in contact with students, parents, support staff, administration, and other district employees.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; outside weather conditions and risk of electrical shock. Will occasionally be required to evaluate and/or repair equipment that may involve exposure to high voltage, exposed wiring, and/or high temperature components. Risk of personal injury is low. The noise level in the work environment is usually moderate.

Occasional exposure to common cleaning chemicals. Occasional exposure to thermal components/chemicals that may or may not be covered by a MSDS (Material Safety Data Sheet). Works within an electro static discharge (ESD) safe environment and exhibits proper ESD safe behavior.