CLAYTON PUBLIC SCHOOLS
JOB DESCRIPTION

TECHNOLOGY COORDINATOR

Qualifications:

1. Bachelor's degree in Information Technology or equivalent theoretical knowledge.
2. Minimum of three years of experience in network design and the ability to troubleshoot, maintain, install, and administer and/or reconfigure existing file servers.
3. Experience in computer hardware/software troubleshooting, installations, and repair (educational setting experience highly desirable).
4. Experience in the installation and support of Microsoft operating systems and application software.
5. Broad understanding of the areas of Ethernet, Internet protocols and services, network routers, network switches, network cable plant, wireless networking, WANS, Windows networking, DNS, WINS, DHCP, SMTP, HTTP, FTP, SNMP, firewalls, NAT, proxy servers, security, server backup, disaster planning, logging and automated monitoring systems, Windows desktop computer configuration, and Apple devices including iPad, Apple TV, and Mac.
6. Broad understanding and experience managing, maintaining, troubleshooting, and configuring VMware Virtual Server infrastructure (ESXi/VSphere).
7. Broad understanding of the areas of relational database concepts, database normalization, SQL (Structured Query Language), and data manipulation between different file formats.
8. Solid understanding of network/cyber security fundamentals.
9. Experience managing a technology service organization.
10. Excellent problem solving, organization, human relations and communications skills.
11. Must be able to lift 50 pounds.
12. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent of Schools

Job Goal: To perform technical and administrative functions unique to the District's Networking Systems and assist the district to best utilize information technology in support of goals and processes, consistent with district resources.

Duties and Responsibilities:

A. Technical and Administrative Duties

1. Assists district administrators and the District Technology Committee in making plans that entail the acquisition, use, and maintenance of computers, software, networking, and mobile devices.
2. Helps district planners to consider all technical issues related to acquiring, using, and maintaining technology systems.
3. Helps district planners to consider additional facilities needs such as room space, power availability, and air conditioning needs related to acquiring and using technology systems.
4. Helps district planners to consider tradeoffs between powerful but unproven emerging technologies versus less powerful but more stable tried and true technologies.

5. Installs and maintains the behind-the-scenes district technology infrastructure. This includes the computer network within and between buildings, the servers that house computer programs and data, the district Internet connection, and the district virtualized server systems.
6. Installs and maintains the end user district technology infrastructure. This includes desktop and laptop computers, printers, projectors, and iPads.
7. Installs and maintains software systems and programs used for academic and administrative purposes.
8. Manages and maintains communication systems, including phone system and wireless radios.
9. Manages and maintains network-based security camera systems.
10. Manages and maintains secure building door access control systems.
11. Manages and maintains next-generation security appliances and features including firewall, IPS, DLP, application control, and web filtering with a focus on cyber-security threat analysis, prevention, and mitigation.
12. Perform maintenance activities (e.g. backups, patch and firmware upgrades).
13. Provides specialized database skills to set up new software systems, move data between systems, and to support other data management needs.
14. Assures network and educational software licensing and compliance.

B. Personnel Administration
1. Recommends appropriate technology support staffing requirements to accommodate technology systems.
2. Manage and supervise technology department personnel.

C. Financial Management
1. Oversees the purchasing, installation, and ongoing maintenance of new and updated technology systems.
2. Assists District Business Administrator with ERate application and requirements.
3. Responsible for ERate bid management and communications with vendors during bidding window.
4. Develops and manages annual IT Department budget.

D. Other Responsibilities
1. Maintains inventory of district hardware and software assets.
2. Documents work performed by Technology Department.
3. Assists other departments with annual technology related budgeting.
4. Buys books, subscribes to journals, joins professional organizations, attends users groups, attends training seminars, and attends conferences as needed.
5. Provide ongoing training and professional development to teachers and staff on computer use, iPads, interactive panel systems, cloud technologies, etc.
6. Design, develop, manage, and maintain District Website and additional Webmaster responsibilities.
7. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

Terms of Employment: 12-Month Position (July 1st through June 30th)

Salary: Based on the Board-approved rate.

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted:	**July 16, 2013**
Amended:	**November 19, 2013**
Amended:	**March 27, 2018**
Amended:	**September 18, 2018**
Amended:	**October 16, 2018**