

**Regional Office of Education #9
Champaign & Ford Counties**

Job Description

- TITLE:** Networking and Technology Services Coordinator
- DEPARTMENT:** Learning Technology Center
- QUALIFICATIONS:**
1. Possess an in-depth knowledge of current technology; instructional issues and trends; network operating systems; data security best-practices.
 2. Minimum of 3 years' demonstrated experience in network design, consultation, and technical support as it relates to preK-12 district technology needs, infrastructure, hardware, and software. Ability to share a broad knowledge as it relates to the educational process.
 3. B.A. or B.S. in education, computer science, information technology or related field preferred. Knowledge and/or certifications in multiple network operating systems preferred.
 4. Strong verbal and written communicator with ability to convey complex messages through a variety of content formats across all levels of an organization. Ability to work well in a collaborative environment and on individual tasks with minimum supervision.
 5. Determined and results oriented individual with proven leadership experience. Excellent project management skills with the ability to coordinate both internal and external resources.
 6. Other qualifications as deemed necessary by the Regional Superintendent or ISBE Director of Data and Secondary Transformation.
 7. Any of the above qualifications may be waived by the Regional Superintendent or ISBE Director of Data and Secondary Transformation when necessary.
- REPORTS TO:** Director, Learning Technology Center
- SUPERVISES:** Does not supervise any employees.
- JOB GOALS:** The Networking and Technology Services Coordinator provides leadership, expertise, and support related to network infrastructure, student and information security, technical support, and technology services.

PERFORMANCE RESPONSIBILITIES:

1. **Leadership**
 - a. Lead and develop experiences, programs, and resources related to networking and technology services.
 - b. Lead regional, state, and community initiatives, collaborating across districts and organizations that support adoption and implementation of networking and technology services, programs, and resources.
 - c. Provide content expertise and assistance related to networking and technology services, programs, and resources.
 - d. Stay knowledgeable of current emerging technology devices, management, issues, etc., in order to support districts in decision making and troubleshooting.
2. **State, Region, District Support**
 - a. Assist technology staff in K-12 districts with technical infrastructure analysis and improvement. Provides network consultation for the design and implementation of Local Area Networks

(LANs), Wide Area Networks (WANs) and Wireless Networks for elementary and secondary public schools.

- b. Identify and utilize appropriate platforms for tracking and supporting technical issues.
- c. Provide technical support, consultation, resource development and identification to support districts' network operating systems, technical processes, solutions, and management, including software, web services, data security, and statewide technology initiatives (i.e., online assessments, etc.).
- d. Facilitate or collaborate with LTC staff and partners to provide technology professional learning opportunities for K-12 technology staff and district personnel (i.e., workshops, conferences, work procedures, how to guides, webinars, screencasts, etc.).
- e. Work closely with LTC staff and external partners to identify school, district, region, and state needs concerning technology and digital learning.
- f. Work with ISBE and LTC Staff on the review of technical grants and applications.

3. **Outreach and Communication**

- a. Serve as primary liaison in the development of a statewide technology coordinator network. Coordinate work and processes associated with network.
- b. Maintain strong relationships with K-12 technology coordinators and all stakeholders (state/national affiliations, government agencies, etc.), and actively participates in K-12 technology community.
- c. Conduct regular meetings with stakeholders to ensure successful dissemination, sharing and implementation of best practices, and promote model schools and effective practices.
- d. Support school districts in successful implementation of technology through needs based assessments, content creation, professional development and program utilization.
- e. Work closely with LTC staff and external partners to identify district, region, and state needs concerning technology and digital learning.
- f. Provide leadership and support for LTC professional learning experiences, programs, and resources.
- g. Represent LTC on statewide committees, boards, task forces, and councils.
- h. Conduct informational presentations to stakeholders.

4. **Other:**

- a. Provide accurate reporting of activities to LTC Director and ISBE.
- b. Perform other duties as assigned.

TERMS OF EMPLOYMENT: To be determined by the ROE9 Regional Superintendent

EVALUATION: To be completed by the Director of the Learning Technology Center in accordance with the policies and practices of the Regional Office of Education.

Created: 8/1/2017