



ZION-BENTON

TOWNSHIP HIGH SCHOOL DISTRICT *126*

COMMITTED TO EDUCATIONAL EXCELLENCE

ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126 JOB DESCRIPTION

POSITION TITLE:	Technology Site Coordinator	LOCATION:	ZBE & District Tech Office
REPORTS TO:	Director of Technology	STATUS:	Union Affiliated
CLASSIFICATION:	Other	TERM:	12-month, Full-Time

About D126:

Zion-Benton Township High School District 126 is comprised of two high school campuses serving approximately 2,500 students in grades 9-12. We have a proud history with a diverse student population from the towns of Beach Park, Wadsworth, Winthrop Harbor, and Zion.

Zion-Benton Township High School is located in the western portion of the town of Zion. Zion-Benton East High School is centrally located in the heart of Zion, offering students the choice for a small high school experience. Both schools prepare students with the singular goal “To ensure that students graduate ready for college, a career, and life.”

At D126, our mission is to promote self-worth, social responsibility, and lifelong learning in partnership with our community. Our vision is to empower students to thrive in today’s global society.

General Summary:

The Technology Site Coordinator’s primary responsibility is to maintain and support district and school technology hardware and software, support the student technology-aide program, and assist with preparing and presenting technology-related professional development. Also serve as a member of the district and school technology team, and assist with the day-to-day maintenance of district and school technology infrastructure and systems.

Essential Duties and Responsibilities:

1. Serves in a confidential capacity for the administration as they utilize technology to carry out management policies.
2. Follows and supports the ZB-IT department's "Points of Service.”
3. Installs and maintains desktop and laptop computers, including all associated software and hardware.
4. Installs and maintains printers including all associated software and hardware.
5. Supports the district and school TechCrew and student technology–aide program, including recruiting, mentoring, managing, training, and evaluating the program’s needs. .

6. Works in conjunction with the district's technology team to maintaining network software, hardware, wireless systems, data storage systems, backup systems, camera systems, network security and monitoring systems, firewalls, district accounts (i.e. Google, Microsoft 365), 1:1 technology systems, user files, student's records, personnel data, and email accounts.
7. Assists with the ongoing maintenance of the district's and school's websites.
8. Assists students, staff members, and occasionally parents, with technology needs by responding to IT support tickets, phone calls, and IT office drop-ins.
9. Installs, supports and maintains the district's and school's site's AV and media equipment.
10. Supports and maintains the district's and school's phone and voicemail systems.
11. Works in conjunction with the district's technology team to support district technology initiatives as needed.
12. Assists with preparing and presenting technology related staff development opportunities.
13. Communicates and monitors district's user and IT policies.
14. Utilizes database management and data reporting tools to support district data analyses.
15. Assists the Technology Director with the school's technology budget and communicating technology needs.
16. Performs other related duties as assigned by the Technology Director and/or principal.

Knowledge, Skills, and Abilities:

- Possesses a high degree of expertise in information technology including Windows operating systems, networking systems, MS Office, Google.
- Willingness to learn new systems at an expert level such as Vivi wireless screen mirroring, Verkada control system, Raptor, PaperCut, Securly and more.
- Experience in the use and delivery of instructional technology to support student achievement.
- Possesses excellent mathematical, oral and written communication skills.
- Able to communicate with faculty, staff, students, parents, and the public in a courteous and professional manner.
- Able to work with, mentor, train, and manage high school students as part of TechCrew and student-aide programs.
- Competent in performing a high degree of detailed work.
- Able to work well under pressure, problem solve, and meet deadlines.
- Able to remain flexible and adapt to changing demands.
- Able to maintain confidentiality and use good judgment.
- Able to remain flexible in time schedule if the demands of the position require attention outside the normal workday or workweek.
- Able to multitask and work with minimal supervision.
- Demonstrates a commitment to professional growth.
- Maintains proper professional attire.

Education and Experience:

Minimum of an associate's or bachelor's degree in a related field or comparable certification and/or comparable work experience required. Prior experience working in public school technology support positions preferred. Two or more years of experience working in a help desk environment and Windows or Google for Education experience preferred.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use the computer.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X

Standing/Walking/Mobility: Must be able to stand to access files and operate office machines, mobility within the office area and building.				X
Climbing/Stooping/Kneeling::			X	
Lifting/Pulling/Pushing:			X	
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

Physical Dimensions:

Medium Work: Exerting up to 30-50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Note:

The statement herein intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation and modification of job descriptions may be required.