

Pierz Public Schools
District Technology Coordinator
Job Description

JOB TITLE:

District Technology Coordinator

TITLE OF IMMEDIATE SUPERVISOR:

Superintendent of Schools

JOB SUMMARY:

The District Technology Coordinator is responsible for the overall availability, reliability and effectiveness of the district's administrative and instructional technology and coordinates the implementation, management and maintenance of the district's technology systems. This position works closely and in collaboration with district leadership and key instructional and administrative roles in long-term planning and execution on technology initiatives and day-to-day operations to meet the district's mission, vision and strategic priorities and expand the use and impact of technology across the district.

QUALIFICATIONS:

- Bachelor's degree in a technology-related field - (Substitute five or more years of experience in-leu of a technology degree) - Bachelor's degree or equivalent years of experience in technology
- Demonstrated knowledge and experience in managing and supporting enterprise technology environments, including computer and network infrastructures, data and communication systems for high availability and reliability
- Demonstrated knowledge and experience in managing and supporting instructional technology for high availability, reliability and effectiveness
- Demonstrated collaboration with instructional staff to implement technology effectively in the classroom
- Demonstrated experience applying innovative technology aligned to proven instructional practices
- Proven experience in designing, implementation, and coordination of school district technology planning
- Proven track record of excellent people and communication skills, with the ability to collaborate with stakeholders at all levels of a district or organization

GENERAL DUTIES AND RESPONSIBILITIES:

1. Collaborate with district leadership and key district stakeholders in technology planning, budgeting and budget management.
2. Collaborate with district leadership and instructional stakeholders in the development and implementation of all instructional and administrative technology applications and tools.
3. Manage and support the district's administrative and instructional technology, including computer and network infrastructures, data and communication systems, and instructional tools for high availability and reliability.
4. Work collaboratively with district staff and vendors to create solutions that support the District while developing positive relationships with high quality vendors.

5. Coordinate the development of policies and procedures for the use, application, and maintenance of district technology.
6. Recommend information technology strategies, policies, and procedures by reviewing outcomes, identifying problems, evaluating trends, and anticipating requirements
7. Develop strong interpersonal relationships and trust with staff and administration to encourage and support the adoption of technology in their specific roles
8. Assist teachers and administration in the effective integration of technology into instruction.
9. Participate in (or lead) building, district and other technology related meetings, as directed.
10. Conduct demonstrations of technology and conduct in-service activities for end-users as directed.
11. Keep administration and stakeholders informed and gather critical feedback to improve processes and relationships
12. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies.
13. Perform/assume other duties and responsibilities as may be directed by the Superintendent of Schools.