



## JOB DESCRIPTION: P.A.E.C. - S.E.J.A SCHOOL DISTRICT 803

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<b>Official Title:</b>	District Technology Coordinator
<b>Reports To:</b>	Assistant Director and Executive Director
<b>Supervisory Responsibilities:</b>	Technology Department - Technology Specialist
<b>Terms of Employment:</b>	12 Month Competitive Salary Position
<b>Primary Functions:</b>	Support the integration of various forms of technology into District curriculum frameworks by providing leadership, support, and instruction.

### Position Summary

The District Technology Coordinator serves as the primary technology lead for the cooperative, responsible for the daily operation, support, security, and coordination of all district technology systems and services.

This is a hands-on role combining advanced technical support, systems and device management, cybersecurity support, vendor coordination, and operational oversight. The position supports staff and students across multiple programs and locations while operating within a cooperative (co-op) district structure and collaborating with member districts to meet shared standards and expectations.

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### Qualification Requirements

To perform this position successfully, an individual must be able to carry out the essential duties of the role with a high level of independence, technical proficiency, and professionalism. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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### Education

Bachelor's degree in Information Technology, Computer Science, or a related field preferred. Equivalent professional experience may be considered.

Minimum of three (3) years of progressive experience supporting and managing technology systems in a K-12 or enterprise environment is required.



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### **Experience**

Minimum of three (3) years of progressive experience supporting and managing technology systems in a K–12 or similar enterprise environment. Experience leading or coordinating technology support operations, including end-user support, device management, vendor interaction, and basic cybersecurity responsibilities is strongly preferred.

### **Primary Responsibilities**

The District Technology Coordinator oversees and manages daily technology operations across all district locations, ensuring reliable systems support, effective device management, secure system operation, and consistent end-user services. The role provides Tier 2–3 technical support and serves as the primary escalation point for complex issues, while supervising Help Desk operations to maintain efficient and consistent service delivery.

In partnership with an external network consultant, the Coordinator supports and helps manage network infrastructure, including wireless systems, LAN/WAN connectivity, and core services such as Active Directory, DNS, and DHCP. The position also administers district technology platforms, including Google Workspace for Education, Microsoft-based systems, and device management solutions such as Mosyle, Apple School Manager, and the Google Admin Console, ensuring proper deployment, policy enforcement, lifecycle management, and secure configuration of systems and devices.

The Coordinator is responsible for managing the full lifecycle of district technology assets, including procurement, inventory tracking, maintenance, and long-term replacement planning. The role includes troubleshooting and supporting district applications and operational systems, such as student information and IEP platforms, print management, telecommunications, and related services, ensuring functionality and security prior to vendor escalation.

The position supports district cybersecurity operations, including system patching, endpoint protection, account and access management, and basic security monitoring. The Coordinator works with vendors and consultants to implement and maintain security tools, respond to incidents, and ensure systems align with district security standards and best practices.

Additionally, the position manages vendor relationships and procurement processes, including quotes, purchasing, contracts, and service coordination, while supporting budget tracking and financial planning. The Coordinator collaborates closely with district leadership and member districts to assess technology needs, support planning efforts, and maintain alignment within the cooperative structure.



## **Leadership, Coordination, and Support**

The District Technology Coordinator serves as the primary technology lead and liaison between district administration, staff, vendors, and external partners. The role provides training, guidance, and ongoing support to staff to improve the effective use of technology while promoting awareness of cybersecurity best practices and safe technology use.

The position requires strong communication and coordination across departments and partner districts to ensure alignment, efficiency, and successful implementation of district initiatives.

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## **Planning, Budgeting, and Compliance**

The Coordinator supports the development and management of the technology budget, including forecasting, purchasing, and expenditure tracking. The role includes coordinating vendor contracts, bid processes, and participation in E-rate and other funding programs.

The position ensures compliance with applicable state and federal regulations, including FERPA, COPPA, CIPA, and SOPPA, while supporting and helping implement district cybersecurity practices, data privacy standards, and security controls. Responsibilities include maintaining system updates, device patching, endpoint protection, and alignment with established security policies.

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## **Documentation & Continuous Improvement**

The District Technology Coordinator is responsible for maintaining accurate inventory systems, documentation, and internal knowledge resources to support consistency and scalability. The role includes developing and standardizing processes across the district while continuously evaluating and improving systems, workflows, and security practices.

Staying current with emerging technologies, cybersecurity trends, and K–12 best practices is essential to support long-term planning and operational effectiveness.

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### **Work Environment & Scope**

This is a hands-on leadership role that combines technical execution with strategic planning. The position requires both on-site and office-based work, including regular interaction with hardware, systems, and infrastructure across multiple locations.

The role involves frequent collaboration with district staff, leadership, external partners, and vendors, and requires the ability to balance daily operational support with long-term planning, system improvements, and cybersecurity readiness.

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### **Certifications / Licenses**

Valid Illinois Driver's License required.

FBI Federal Criminal History Clearance required upon hire.

Industry certifications (e.g., CompTIA, Microsoft, Google, or Apple) are preferred but not required.

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### **Technical Skills, Knowledge & Abilities**

Demonstrated ability to support and manage a multi-platform environment, including Windows, macOS/iOS, and ChromeOS devices. Experience with cloud platforms such as Google Workspace for Education and Microsoft 365 is preferred.

Working knowledge of Mobile Device Management (MDM) systems such as Mosyle, Apple School Manager, or similar platforms, including device deployment, policy management, lifecycle support, and secure configuration practices.

Familiarity with networking concepts and services, including wireless systems, TCP/IP, DNS, DHCP, and directory services such as Active Directory.

Understanding of cybersecurity fundamentals, including endpoint protection, patch management, access control, and basic security monitoring practices.

Ability to troubleshoot complex technical issues, manage multiple priorities, and work effectively in both independent and team-based environments.

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### **Communication & Interpersonal Skills**

Strong written and verbal communication skills, with the ability to create clear documentation, procedures, and reports. Ability to present technical information to non-technical staff and provide effective end-user support.

Demonstrated ability to build and maintain positive working relationships with staff, administrators, vendors, and external partners.

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### **Physical Demands**

The physical demands described here are representative of those required to successfully perform the essential functions of this role. Duties may include sitting, standing, walking, and occasional lifting of equipment up to 40 pounds (e.g., computers, monitors, or classroom devices). Visual focus and computer use are required.

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### **Work Environment & Travel**

This position requires travel between district buildings and satellite locations within the cooperative. Use of personal transportation is required (mileage reimbursement provided). Travel is estimated at approximately 10–15%.

4/23/2026 - JM