

TECHNOLOGY COORDINATOR

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



Education & Administrative Resources

Department:	Technology
Reports To:	Chief Technology and Information Officer
Group/FLSA Status:	Program Specialist / Exempt
Revised:	3/17/2026

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Technology Coordinator is responsible for the planning, support, oversight, and maintenance of technologies that support the mission and vision of districts being served and SWWC. The Technology Coordinator works collaboratively with leadership teams, staff, students and other constituents of the district and collaborates routinely with the SWWC Technology Solutions Team. Major responsibilities include technology planning; collaboration and communications with district governance, administration and stakeholders; planning and administering budgets, and coordination of or providing staff development supporting technology priorities.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Provide leadership in identifying, assessing and managing technology needs, for assigned district(s), to the district stakeholders;
- Support the mission of SWWC's Technology Department to provide unparalleled levels of service and end-user experiences to the members we serve;
- Provides operational oversight, coordination, and direction of all technology-related staffing and service resources within assigned districts, including individuals employed by SWWC, member districts, and external service providers. Ensures that all resources are effectively utilized, deliver services in accordance with applicable job roles or contracts, and meet the technology needs and standards of the district;
- Coordinate, supervise, facilitate or perform all tasks and elements needed to effect comprehensive integration of appropriate technology into every facet of operations;
- Contribute to the infusion of educational technology into classrooms, libraries/media centers and office environments by providing highly motivating, professional leadership in all areas of technology planning and technology resource management;
- Manages district's technology systems including network, server, cloud-based, and end-user equipment, as well as operational systems and software applications;
- Responsible for planning district technology needs including technology hardware and software lifecycles and annual technology department budgets for assigned district(s);
- Responsible for the coordination of efforts and planning to mitigate and effectively respond to cybersecurity and business-impacting/disaster events;
- Responsible for effectively communicating with district staff and working as a liaison between the SWWC Technology Department and the district;
- Participates in district leadership as it relates to leading and engaging in technology initiatives;
- Lead initiatives at assigned district(s), collaborating across departments and functional areas that support adoption and implementation of technology in all aspects of school business, including those that improve teaching and learning and promote modern, 21st century skills;
- Coordinates planning, implementation and assessment of district technology departments(s) projects and services to ensure superior operation;
- Researches and engages in professional development opportunities to stay current on emerging and active technology trends and concepts;
- Conducts or coordinates the training opportunities for all staff in districts served;
- Actively participates in SWWC Technology Leadership events, including contributing to discussions, presenting on relevant topics, and adding value to the overall expertise of the SWWC Technology Department;
- Exhibits and practices strong ethics in all functions of the position and exemplifies best practices in interactions with all stakeholders, co-workers and the public;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Thorough knowledge of the principles and practices of a Technology Coordinator;
- Thorough knowledge of end-user device platforms and operating systems;
- Ability to set up and maintain network, servers, hardware, and software;
- Ability to research and solve technical problems;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures, policies, and/or precedents;
- Ability to read, summarize, and/or compare data;
- Ability to establish and maintain effective working relationships with staff and administrators in school districts and at SWWC;
- Ability to communicate effectively, both verbally and in writing, with school district staff, administrators and SWWC staff;
- Ability to effectively present information to small and large groups;
- Ability to clearly communicate in writing through reports and correspondence;
- Ability to use modern office equipment and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Bachelor's Degree and minimal experience in a job-related field, Associates Degree and 5 years of experience in education technology related positions OR equivalent combination of education, training, and significant experience in a job-related field that enables performance of all aspects of this position.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid Driver's License.
- Certified Education Technology Leader (CETL) certification preferred at time of hire or will be obtained within the first year following the Consortium of School Networking (CoSN) defined certification qualifications being met.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Chief Technology and Information Officer.
- Provides direct and/or limited supervision of SWWC or district employed technology department personnel at assigned school district(s).

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required.
- Work may require long hours including early morning, evening, and weekend activities.
- Work is performed year round.
- This is medium work requiring moderate physical effort working regularly with light weight materials and occasionally with heavy weight materials (over 60 pounds) and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC Service Cooperative and employee and is subject to change by SWWC Service Cooperative as the needs and requirements of the position change.