

**Title:** Technology Coordinator Assigned to District

**Reports to:** MVECA Executive Director

**Primary Job Objectives:** Plans and implements strategies to enhance staff and student use of technology resources. Promotes an effective learning environment.

Responsibilities	Performance Measures
1. Helps client organization develop a vision for educational technology and assists in the development of district technology plan.	Plan developed, with sign-off and a positive rating from the superintendent and administrative staff at the client organization.
2. Assists client organization with implementation and continuous improvement of technology programs and strategic plans.	Meets goals set forth in district technology plan with respect to purchasing, maintenance, installation, pre-purchase evaluation of software and hardware, etc.
3. Works with client organization's curriculum planning committees and makes recommendations that make teaching and learning a first consideration for all technology initiatives.	Meets regularly with organizations curriculum planners to discuss technology integration. Makes purchases that support the client organization's long term instructional plan.
4. Orders, receives, inspects, and tests equipment. Notifies staff about new acquisitions. Works with maintenance staff on construction/installation activities. Prepares support documentation (e.g., date installed, location, upgrades, etc.).	Provides or coordinates the delivery of professional development that will ensure that all technology resources are fully utilized. Creates project plans for all initiatives. Collects competitive quotes for purchases. Consults with the MVECA Executive Director on large purchases and the acquisition of new technologies.
5. Manages all LAN activities.	Monitors bandwidth usage and works to minimize network slowness. Implements network security measures.
6. Provides in-service training for PC and MAC applications for client organization as needed.	Publishes schedule of professional development opportunities relating to technology. Works with client organization's administration to develop schedule.
7. Supervises, coordinates and prioritizes work of the Technology Maintenance Specialist(s).	Maintains a record of all maintenance activity and clearly communicates list of priorities to maintenance specialist.
8. Develops a professional development plan for the maintenance specialist, and provides instruction and training, as needed.	Incidences of non-completion of work due to the lack of maintenance specialist's job knowledge will be reduced. Documents training goals for maintenance specialist.
9. Works with the Technology Maintenance Specialist to install, maintain, and repair workstations and servers.	Documents all maintenance activity in helpdesk application. Provides response to all end-users for all support requests within 24 hours.
10. Maintains district application servers. Takes direction from the MVECA Technology Director or Executive Director with respect to new acquisitions of server technologies.	Minimizes downtime due to server outages. Diagnoses server problems. Installs server software and upgrades.
11. Coordinates and oversees the development of the client organization	Works with various client organization employees to collect and consolidate web content. Web

website. Ensures that a district calendar of events and other essential district information is included and up-to-date.	content will be current and regularly updated.
12. Prepares and submits reports, records, and inventories as directed.	Fully utilizes helpdesk application and submits requisitions for all purchases.
13. Prepares foundation/grant proposals, state/federal subsidy applications, and state mandated documentation, on behalf of the client organization, as directed.	Works with technology committee to create technology plan, completes OneNet and E-Rate applications, stays abreast of all current funding opportunities for technology related programs.
14. Participates in staff meetings and professional growth opportunities as directed by MVECA in conjunction with the client organization.	Maintains a good working relationship with client organization's staff and administration. Prepares for meetings and provides client organization with details about its technology initiatives.
15. Keeps the MVECA Executive Director informed about emerging issues.	Communicates regularly with Executive Director through the use of phone, email, and helpdesk software. Consults director about strategic decisions concerning the client organization. Notifies the director in situations where work stoppages are possible.
16. Performs other specific job-related duties as directed.	

Qualifications:

1	Associate's degree in computer science or equivalent experience
2	Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
3	Documented evidence of a clear criminal record.
4	Expertise in PC and MAC applications. Ability to train adult learners with diverse job responsibilities and computer application skills.
5	Ability to communicate complex technical concepts to non-technical individuals.
6	Experience networking PC/MAC's using Novell or Windows Network Operating Systems.
7	Multitasking ability and strong communication/interpersonal skills.