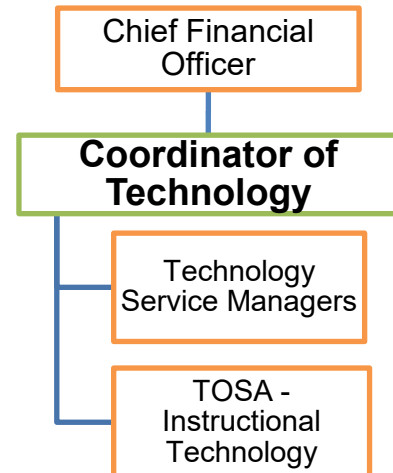


COORDINATOR OF TECHNOLOGY

Job Title:	Coordinator of Technology
Initial:	June 27, 2024
Revised:	
Work Year:	Full Year
Office:	Education, Operations or Business
Department:	Finance/IT
Reports To:	Chief Financial Officer
FLSA Status:	Exempt
Pay Range:	Administrative

Related Organization Chart



POSITION SUMMARY: The Coordinator of Technology is responsible for planning, budgeting, maintaining and updating the district's technology. This includes network infrastructure, security, hardware, and district software applications. The Coordinator of Technology supervises and leads EdTech & IT (EDIT) staff, providing vision and leadership for developing, implementing and managing technology initiatives and functions and ensures the district is compliant with local, state, and federal regulations and requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

Primary Responsibilities

- Supervises Information Technology & Education Technology teams.
- Creates, revises and implements the district's Technology Master Plan.
- Leads strategic and operational planning for the development, evaluation, and coordination of the technology systems.
- Serves as the senior advisor to the Superintendent, Chief Financial Officer, and Cabinet in technology matters.
- Develops processes and best practices to ensure the protection of Technology assets.
- Develops and maintains a recovery plan to ensure timely and effective restoration of IT services in the event of a disaster.
- Maintains the annual operating and capital budgets for Technology operations consistent with district plans and established financial guidelines.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Develops and implements appropriate IT governance processes to ensure that tactical IT priorities make effective use of resources to meet evolving district needs.
 - Ensures the Superintendent and Chief Financial Officer are informed about the status of projects, issues and incidents about which they should be aware.
 - Maintains control of all procedures within the district relating to system repair, server setup and maintenance, equipment purchasing, work orders, and disaster recovery.
 - Oversees technology purchases and billing (including eRate).
 - Researches, recommends, and implements new hardware or software.
 - Attends regular leadership meetings, district safety team meetings, and serves to actively improve communication, cooperation, and strategic planning between departments.
 - Works directly with facilities to implement security equipment, telephone systems, event setup, or any other special requests required by the district.
 - Ensures security systems are maintained and up to date to prevent security breaches.
 - Demonstrates collaboration and problem-solving through a shared-decision making approach.
 - Has the ability to use responsible judgment, and appropriate action in all matters related to technology.
 - Develops leadership in employees being supervised.
 - Performs other duties as assigned.

Supervision & Technical Responsibilities: Responsible for supervising Managers of Network and End Users as well as one EdTech professional.

Budget Responsibility: This position has the responsibility of developing and presenting an annual budget for approval.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's degree in Computer Science, Management Information Services, Information Technology, Systems Management, Networking or equivalent education and experience required.

Experience:

- 3 to 5 years of direct network and education technology end user support preferred.
- Experience in network and device management within a K-12 environment preferred.

Knowledge, Skills & Abilities:

- Ability to establish and manage vendor relationships to meet the needs of technology users.
- Ability to build project plans for IT initiatives.
- Ability to envision new ways to leverage technology to improve the performance.
- Ability to establish key metrics and measures of department performance in the achievement of D49 goals.
- Demonstrates ability to relate to all levels of end-users, set and manage priorities, comprehend complex technical subjects, and translate technical language to all audiences.
- Customer service and public relations skills.
- Ability to defuse and manage potentially difficult situations.
- Proficient in Microsoft, Adobe & Google end-user products.
- Proficient in Microsoft, Google & Apple management systems.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Excellent oral and written communication and interpersonal relation skills.
 - Demonstrated strong project management skills.
 - English language skills required.
 - Critical thinking and problem-solving skills.
 - Ability to communicate effectively with various stakeholders.
 - Ability to perform responsibilities without the necessity of close supervision.
 - Ability to manage multiple priorities and tasks with frequent interruptions.
 - Advanced skill and operating knowledge of personal computers and spreadsheet, database and word processing applications.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. This job may be performed remotely in the event that students are unable to be physically present in school due to school or district decision, external mandates or orders, or other school closure. Remote work is not otherwise considered a reasonable accommodation.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.