

CARDIFF SCHOOL DISTRICT DISTRICT TECHNOLOGY COORDINATOR

DEFINITION

Under the direction of the Superintendent, the District Technology Coordinator provides leadership in the planning and implementation of technology that promotes effective instructional and operational technology to support the student body and all staff members. Provide good communication and leadership in the area of technology, overseeing all aspects of software and hardware purchases including network infrastructure, providing support and training for these various technology products both instructional and operational, and performing other related duties that facilitate the use of technology by students, teachers, support staff, and administration

DUTIES:

- Attend Leadership meetings with superintendent, principals and other technology employees.
- Develop and maintain effective communication and working relationships with all District employees, parents, community members and other stakeholders.
- Serve as a liaison between the District and the County Office of Education; represent the District at local and county technology meetings.
- Communicate in technical and non-technical terms effectively; listen and interpret user concerns and statements.
- Document in technical and non-technical terms effectively; develop user guides and other user assistance tools.
- Participate in the development of District policies as related to the appropriate use of instructional and management technology.
- Oversee technology support personnel at each site.
- Participate in professional organizations and continue professional development to stay abreast of emerging technologies.
- Ability to address multiple priorities, adapt to change, meet timelines and perform other related duties as assigned.
- Performs other related duties as assigned.

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Ability to:

- Prepare and manage annual technology budget that reflects the District's evolving technology infrastructure, hardware and software needs.
- Supervise the evaluation and acquisition of software and hardware to support instructional and business needs of the District.
- Participate in the writing of bid specifications for hardware and software solutions as required.
- Work with an Erate consultant to prepare annual forms to maximize erate eligible discounts.
- Cultivate vendor relationships and manage technology-related contracts.
- Perform or oversee the role of Systems Administrator for multiple systems including the Student Information System, Parent Broadcast System, Google Apps for Education, and other databases as needed.
- Perform or oversee the installation and maintenance of software to support instructional and business needs of the District.
- Provide support and training as needed to the various software programs.
- Perform the role of webmaster of the District website; provide training and support to staff responsible for maintaining web pages for their classroom or department.
- Perform duties to meet the California state data and reporting requirements via their student information system, Calpads, throughout the year.
- Oversee the maintenance and repair of hardware devices in classrooms and offices throughout the District.
- Work with the County Office of Education to troubleshoot and correct network connectivity problems, wired and wireless.
- Provide for asset management of technology equipment, including maintaining support contracts, inventory, and disposal services of end-of-life equipment.
- Maintain server room security and safety; maintain necessary backup and recovery procedures.

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EDUCATION / EXPERIENCE

A typical qualifying background would include completion of a four-year college degree, or equivalent technology experience, supplemented by on-the-job technical experience with increasing responsibility. Comprehensive knowledge of computer systems, software, networks, hardware, and peripherals is expected. Experience in a school district or other large public agency desirable. Valid California Driver's License and eligibility for district insurance.

PHYSICAL DEMANDS

Requires lifting of up to 40 pounds. Sufficient stamina, dexterity and mobility to sit at and operate a computer for extended periods of time; operate a variety of computer keyboards, electronic medium and peripheral equipment; test and disassemble some computer components; travel from site to site for various work locations. Sufficient vision to read text on a computer screen, in technical manuals, and on office forms and reports. Sufficient hearing and speech to comprehend office conversation and to communicate orally in a clear, understandable manner.

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

SALARY

This is a full-time, 12-month position with a starting annual salary range 1-6, effective 1/1/18, of \$74,206 to \$94,723.