Ministry Profile

Position: Technology Coordinator

Reports to: Principal and Technology Director

Administrative Skills
- **A.** Inventory and manage resources effectively.
- **B.** Maintain and update documentation.
- **C.** Develop and manage technology in accordance with the GRACE Schools Technology Plan.
- **D.** Attend GRACE Technology Coordinator meetings.
- **E.** Maintain confidentiality relative to employee, student, and parent information and procedures according to legal and system guidelines for the purpose of following all applicable federal, state and local laws.

Performance/Scheduling
- **A.** Problem solve, troubleshoot and resolve incidents to implement efficient management and support of school server(s), workstations, projectors and technology utilized within the education environment.
- **B.** Maintain, schedule and implement OS upgrades and patches.
- **C.** Provide updated, timely communications related to disruptions or planned upgrades.

Instructional Support
- **A.** Have a vision and communicate effective practices for integrating technology into the classroom.
- **B.** Maintain user administration for students and staff (user maintenance).
- **C.** Maintain/Support email administration for staff in coordination with GRACE administration.
- **D.** Maintain/Support student information system (PowerSchool/PowerLunch) for school setup, courses, students and teachers.
- **E.** Maintain/Support NWEA testing with creation of student files, schedule testing sessions, prepare testing environment, proctor test sessions (if needed) & support NWEA reporting process for school & data retreats.
- **F.** Provide user administration for any school supported applications (cloud based or locally installed).
- **G.** Provide assistance with PowerSchool/PowerTeacher for reporting and end-of-term activities.
- **H.** Provide support to write, implement and evaluate GRACE technology plan.

Communication Skills
- **A.** Possess above-average communication skills.
- **B.** Be able to communicate complex technology to applicable audience.
- **C.** Promote the effective use of technology.

Training
 A. Plan and coordinate training sessions for educators and administration.
 B. Provide technology coaching assistance to faculty on a regular basis.

Required Competencies
 A. A 2 or 4 year degree in Computer Science or related area.
 B. Demonstrated knowledge of Windows. Experience with VMWare are a plus.
 C. Experience and management with district-owned mobile devices and BYOD.
 D. Ability to monitor, diagnose, troubleshoot and repair software/hardware issues and complete the necessary follow-up steps in an educational environment.
 E. Create software images and distribution.
 F. Maintain and manage server backups.
 G. As needed, work in partnership with the parish.
 H. Ability to prioritize tasks and meet deadlines.
 I. Ability to communicate effectively, both verbally and in writing.
 J. Responsibilities regularly require travel to various school sites.
 K. Responsibilities periodically require work to be done outside of traditional work hours.
 L. Experience in a school setting is a bonus.
 M. Spanish language skills preferred.