

**OLD ADOBE UNION SCHOOL DISTRICT  
CLASSIFIED MANAGEMENT  
Job Description**

**Technology Coordinator**

**DEFINITION:**

Under the general oversight and direction of the Superintendent, the Director of Technology shall be responsible to plan, organize and direct the technology activities and operations of the Old Adobe Union School District. He or she coordinates, develops, installs and maintains a variety of software and information systems and applications for academic and administrative activities; provides leadership and guidance in the implementation of district wide educational technology; creates and maintains vision and budgets for the Technology Department that creates an environment in which advanced technology supports all aspects of district business and educational endeavors; trains and supervises the performance of assigned personnel; directs the integration of technology into the curriculum, including the creation of training programs and video tutorials for staff.

**DISTINGUISHING CHARACTERISTICS**

The Director of Technology classification is distinguished from other classes of employment in that the incumbent is in charge of all aspects of technology district-wide, year-round and during non-student days. This is a classified management position.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

**Student Information Management**

- In coordination with the superintendent's office, manages the student information system
- Manages all testing programs including organizing and training of staff required to ensure effective implementation
- Oversees the implementation of district created benchmarks and trains staff and teachers on changes to the platform(s) and functions

**Technology**

- Plans, implements and directs the district's technology services and activities; develops and maintains district technological systems and equipment; within assigned fiscal resources, assures information technology are deployed and available to meet the needs of the district.
- Coordinates, develops and maintains a variety of software and information systems and develops procedures and policies regarding these systems; develops and maintains the Local Area Network (LAN) and Wide Area Network (WAN) for the district.
- Acts as a technological resource and coordinates technological support for all district personnel including: responding to inquiries and support requests from staff; coordinating communication between the district and State and Local government agencies, outside consultants, and vendors in regards to technology and educational technology.
- Maintains communication and works in a collaborative manner with district administrators, principals, and directors to facilitate decision-making and problem solving in the areas of computer and technology services.

- Makes recommendations to the superintendent in regards to equipment purchases and upgrades necessary to ensure effective implementation of district's education technology goals and for maintaining network reliability.
- Generates statistical and narrative reports in regards to current equipment allocation, network resource usage and educational technology trends and makes recommendations based on these reports.
- Plans, organizes and implements long and short-term technology plans and activities designed to enhance assigned programs and services.
- Directs and coordinates staff development in technology.
- Provides direction to other technology personnel.
- Understands and monitors the technology budget ensuring efficient program operations and complying with established fiscal guidelines including the management and implementation of grants.
- Maintains software site licenses and supervises proper legal and software usage.
- Coordinates departmental and district training needs relative to technology.
- Prepares bid request, evaluates proposals, and oversees vendor contacts relating to technology.
- Maintains a high level of confidentiality of sensitive and confidential information.

#### Educational Technology

- Develops audio / visual and written tutorials for teachers and staff on technology in the classroom
- Creates and delivers training sessions on educational technology to teaching staff
- Works with the curriculum director and relevant committees, superintendent, principals and staff to further develop educational technological capabilities to coincide with the current curriculum

### **QUALIFICATIONS**

#### KNOWLEDGE OF:

- Planning, organization and direction of the technical support needs of a school district as they apply to administration and instruction
- Knowledge of current K-12 instructional practices; principles and techniques of education technology; principles and techniques for project planning, scheduling, and control; broad knowledge of public sector business practices; emerging trends in instructional technology, and management of budgets
- Knowledge of cross platform solutions and cabling strategies
- Knowledge of current industry networking systems and connectivity
- Budget preparation and control
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy

#### ABILITY TO:

- Plan, organize, control and direct District technology services and activities
- Supervise the performance of assigned personnel
- Serve as a technical resource and coordinate technical support for district personnel
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others and work as part of a team
- Meet schedules and timelines
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Plan and organize work

- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports and files related to assigned activities
- Maintain consistent, punctual and regular attendance
- Hear and speak to exchange information and make presentations
- Move hands and fingers to operate a computer keyboard
- See to read a variety of materials

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee may lift and/or carry equipment and supplies weighing up to 30 pounds on a routine basis and occasionally lift/carry equipment and supplies weighing up to 75 pounds. Bend, crouch, kneel, crawl, twist, and stoop in confined spaces while installing computer/multimedia equipment and cables. Push/pull equipment and cables, reaching in all directions with either hand. Repetitive use of both hands. Sit at a desk for extended periods of time. Stand for extended periods of time. Climb and balance on ladders. Knowledge and use of basic power and hand tools.

## **EXPERIENCE AND EDUCATION**

- Bachelor's degree with computer-related coursework preferred; High school education or recognized equivalent at minimum
- Minimum two years' experience in the IT field
- Any computer related certifications are a bonus

## **LICENSES AND OTHER REQUIREMENTS**

- Valid California Class C driver's license

## **WORKING CONDITIONS**

- Office environments
- Construction environments
- Driving a vehicle to conduct work

Board Approved: \_\_\_\_\_