# Crosslake Community Schools Job Description

**Position:**
Coordinator of Technology Services

**Location:**
CCS Seat-Based and Online

**FTE/ Hour Allotment:**
1.0 FTE

**Immediate Supervisor:**
Executive Director

**Position Summary:**
The Director of Technology is responsible for planning, purchasing, installing and maintaining physical technology systems of CCS in a condition of excellence enabling full educational use of technology at all times in compliance with local, state, and federal regulations and requirements. This person enjoys working with passionate people and a fast paced environment. This is a hands-on position with responsibilities that range from strategic and long range planning and implementation of systemwide technology solutions, providing one to one training/support, and group training/support. Experience working in the education field is important for understanding how technology supports educational outcomes, where technology funding sources can be accessed, and that a culture of collaboration and creativity can support success.

**Qualifications:**
- Supports the vision, mission and goals of the school
- Works with integrity, is a hardworking team player and focuses on student centered actions
- Works well alone or with the team
- Maintains confidentiality per FERPA
- Demonstrates understanding of and diligent action in faithful/responsible stewardship of the school community and resources.
- Works with school community to enhance a positive school culture  by providing current technology practices and equipment

*DUTIES:*

<u>Online</u>
- With the help of the office manager: organize and monitor online staff cell phones, and google voice accounts. Know which are necessary, which are redundant.  Integrity in the use of these items. Delegate to online technology committee member
- Distribute, organize, inventory student and teacher computers and other pertinent technology

- Monitor appropriate and inappropriate online computer usage. Report to online directory immediately. Inappropriate use of CCS technology may result in suspension of usage and other disciplinary actions
- Troubleshoot online technology issues
- Be familiar with the online curriculum, Edgenuity, in order to troubleshoot issues, assist with possible training, understand frustrations. Designate online point person as assistant
- Be familiar with Edgenuity software to troubleshoot and contact vendor knowledgeable as well as parents and staff
- Work closely with online technology committee member. offer assistance and encouragement as needed,
- Set meeting times, attend technology committee meetings as online and in-person representative
- Other duties as indicated by the online director

**In Person**
- Daily: maintain connectivity and troubleshoot internet issues every morning. Confirm internet is in best working order each day
- Daily: connect with teachers and staff each morning to ensure computers and technology is in working order, without internet connectivity issues
- Respond to teachers and other staff and administration requests in an expedited manner - goal is a response time of less than 10 minutes
- Set up and Attend all public BOE meetings with intent to record, livestream and troubleshoot any technical issues involved with the meeting. Other work can be completed during this time if all systems are working smoothly. If unable to attend, delegate a trained colleague to attend
- Website maintenance as requested. Another staff member needs to be trained on this too
- Work with office manager to maintain school phones, voicemails, passwords and other technical issues related to the phones. Work with phone provider as liaison for their services
- Provide key leadership to the technology committee. meet regularly and consistently to ensure technology needs in the school are up to date, top working order and all technology users are satisfied
- Test technology applications as needed when new processes begin and continue
- Become familiar with curriculum and computer programs used in the building, so that, if needed, training, support and assistance can be offered to teachers and other associated with software
- Purchasing: all technology or software purchases need to be run through the office manager
- Budget adherence: be fiscally responsible to the technology budget. Report to finance committee and director regarding out of the ordinary budget issues. Seek out new methods of monetary methods: grants, government programs
- Work with custodial staff to maintain technology equipment and systems (ie. servers, telephone systems, intercoms, alarms, hand held radios, cameras and other)
- Work closely with technology committee liaison from in person school to keep technology needs up to date and manageable
- Works with teachers to monitor classroom and teacher passwords as necessary, provide teachers input and notification if passwords have or will be changed. Provides a list of passwords to office manager as well
- Manages procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with Crosslake Schools's technology objectives, and that equipment is properly inventoried or surplused consistent with local, district and state regulations.
- Works with the business manager to order and purchase equipment, software, and all supplies
- Monitors technology budget and expenditures for the purpose of ensuring that allocations are accurate and expenses are within budget limits and that fiscal practices and Board of Education policies are followed.
- Applies for and follows through with the E-Rate process
- Oversees functioning of the technology operations of Crosslake Schools for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions of Crosslake Schools.
- Prepares a wide variety of documents, reports and materials (e.g. reports, policy and procedure documents, emails, memos, correspondence, budget, specifications, plans and drawings, analysis and test results, and cost estimates)

for the purpose of providing necessary information to support district operations, including reporting internally and externally to the state or federal agencies, and other entities as required by district, state and/or federal regulations.
- Researches outside funding opportunities and grants for the purpose of providing additional funding to enhance technology within Crosslake Schools.
- Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents and others consistent with district operating guidelines and regulations.
- Provides key leadership for the technology committee: meeting regularly and consistently with them to ensure technology needs are met
- Other as requested by in person director

**Position Qualifications:**
- Bachelor's degree in a field appropriate for this position (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology or other equivalent disciplines), preferred.
- Minimum 5 years progressively responsible experience in the development, installation and maintenance of information systems.
- Strong understanding and experience setting up, configuring, and managing network components.
- Strong understanding and experience working with Active Directory, group policies, security groups, and network logon scripting.
- Setup and operational knowledge of Windows 7, Microsoft Server. Linux server and Mac OS X experience/knowledge advantageous.     Do these programs need to be updated? ***
- Excellent troubleshooting skills  ability to narrow down the cause of an issue and determine a solution
- Experience supervising staff or giving direction to staff.
- Knowledge of classroom technology including SmartBoards, clickers, document cameras, sound systems, projectors, cameras, etc. a strong plus.
- Knowledge of a student data information  system (i.e. JMC, Skyward, Infinite Campus)
- Basic understanding of HTML and website development and maintenance required within a Google for Education Domain.
- Demonstrated ability to communicate with and work well with all levels within an organization specifically working effectively within the culture and processes used at CCS.
- Highly organized with strong project management skills, and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines.
- Knowledge of classroom technology including SmartBoards, clickers, document cameras, sound systems, projectors, cameras, etc. a strong plus. - same as in knowledge of….where should this go?
- Ability to negotiate and work with vendors and consultants
- Ability to work effectively with parent, community and staff on various projects

**Frequency Chart:**

| Required to: | Never 0% of time | Occasionally 1-33% of time | Frequently 34-66% of time | Continuously 66-100% of time |
|---|---|---|---|---|
| Stand | | X | | |
| Walk | | X | | |
| Sit | | X | | |
| Use hands | | X | | |
| Reach (hands/arms) | | X | | |

| | | | |
|---|---|---|---|
| Climb/Balance | | X | | |
| Kneel/Crouch/ Crawl | | X | | |
| Talk | | | X | |
| Hear | | | X | |
| Taste/Smell | | X | | |

| Required to Lift: | Never 0% of time | Occasionally 1-33% of time | Frequently 34-66% of time | Continuously 66-100% of time |
|---|---|---|---|---|
| Up to 10 lbs | | X | | |
| Up to 25 lbs | | X | | |
| Up to 50 lbs | | X | | |
| Up to 75 lbs | X | | | |
| Up to 100 lbs | X | | | |
| More than 100 lbs | X | | | |

**Salary or Hourly Range:**

**Work Schedule and Agreement:**
- Contract - 12 month (Prorated for start dates after Teacher Workshop Week)
- Number of Days: 200 (Prorated for start dates after Teacher Workshop Week)
- Hours per day: 8; general business hours are 7:30 a.m. to 4 p.m. ½ hour unpaid lunch
- Core hours 7:30-2:30
- Expected Hours: School days and Professional Development Days plus scheduled days in collaboration with the Executive Director

**Revised: 7/7/2021**