

**HILLSBORO CITY SCHOOL DISTRICT**  
JOB DESCRIPTION

<b>Title:</b>	<b>TECHNOLOGY COORDINATOR</b>	<b>File 111</b>
<b>Reports to:</b>	Superintendent	
<b>Job Objective:</b>	Coordinates the planning, delivery, assessment, and ongoing improvement of technology programs.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in computer science or alternative training and work experience that meet state department of education requirements.</li><li>• CompTIAA+, MCSE (Microsoft Certified System Engineer), and MCP (Microsoft Certified Professional) certifications are desirable.</li><li>• Meets all mandated health screening requirements.</li><li>• A record free of criminal violations that would prohibit public school employment.</li><li>• Adheres to the <i>Licensure Code of Professional Conduct for Ohio Educators</i>.</li><li>• Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.</li><li>• Ability to establish working relationships with co-workers and function as part of a cohesive team.</li><li>• Commitment to keep current with skills essential to the objectives of the position.</li><li>• Successful teaching experience. Effective organizational planning and project management skills.</li><li>• Commitment to keeping current with advances in computer technology (e.g., software languages, applications, tools, database management systems, operating systems, etc.).</li><li>• Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.</li><li>• Expertise in the identification and use of technology equipment/software applications suitable for diverse instructional settings and user abilities. Ability to address the needs of adult learners.</li><li>• Available to work irregular hours and/or a non-traditional schedule.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Coordinates the implementation of the district's technology plan. Administers state and federal technology grants. Develops and implements strategies to enhance staff and student use of technology resources. Promotes close working relationships with all stakeholders.</li><li>• Participates as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.</li><li>• Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.</li><li>• Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.</li><li>• Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.</li><li>• Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.</li><li>• Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.</li><li>• Plans, procures, and manages supplemental service contracts related to assigned programs.</li><li>• Ensures hardware and software compatibility. Receives, inspects, and tests equipment/software. Facilitates construction/installation activities. Prepares support documentation (e.g., date installed, location, upgrades, etc.).</li><li>• Designs wired/wireless networks. Oversees the installation and maintenance of network connections (e.g., servers, hubs, routers, voice/data switches, video feeds, wiring, etc.).</li><li>• Maintains an effective configuration management system. Sets up LAN, WAN, and Wi-Fi networks and maintains file servers (e.g., users, space allocations, backups, etc.).</li><li>• Evaluates, develops, and implements disaster recovery procedures that minimize down time.</li><li>• Develops procedures that promote the proper use, care, and security of technology resources (e.g., consent forms, maintenance, storage, etc.). Monitors compliance with all licensing agreements.</li></ul> <ul style="list-style-type: none"><li>• Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.</li><li>• Provides leadership in the provision of technology in-service and self directed learning programs.</li><li>• Collaborates with supervisors to improve staff skills. Helps staff to identify and use technology resources that compliment teaching styles, build confidence, and enhance skills.</li><li>• Works with teachers to improve student learning through the effective use of technology in all areas of the curriculum. Helps teachers implement adaptations that enhance classroom activities.</li><li>• Oversees the provision of district-wide help desk services.</li></ul>	

Oversees the development and maintenance of the district's web site.

- Oversees the maintenance and routine cleaning of equipment. Keeps work areas orderly. Schedules repairs by vendors as needed. Maintains repair records.
- Oversees a perpetual inventory control system for fixed assets. Prepares an end-of-year report.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues educational opportunities to enhance professional performance.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Manages individual, group, and organizational interactions.

**Supervisory  
Responsibility:**

Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

**Revised:** September, 2009

I have received a copy of this job description for my present position.

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Signature

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Date