TITLE: **Technology Coordinator**

QUALIFICATIONS:

1. Bachelor's Degree in Technology, Education, or certification and experience necessary to perform the job related to an enterprise level daily system administration of operating systems in test and production settings, including server configuration, file systems, devices and device drivers, data communications, monitoring, security, and basic networking. Experience **OR**
2. Minimum 5 years' experience managing, configuring, and maintaining instructional technology systems and tools in an educational environment
3. Master's Degree in Technology, Education, or equivalent Information Technology professional certifications preferred.
4. Must hold an Alabama Chief Technology Officer Certification (AL-CTO) or be willing to complete the AL-CTO certification within a timely manner.

REPORTS TO: Assigned Administrator

POSITION RESPONSIBILITY: Build a strong technology team and provide leadership and the ability to articulate that vision in areas of responsibility.

Job Goal: To assist with the administration of technology goals by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.

JOB DUTIES:

1. Maintain organization's effectiveness and efficiency by managing and supervising the IT Department to ensure optimal performance and continuous availability of all services to authorized users in support of the digital 1:1 program, digital curriculum, and other mission critical operations.
2. Facilitates high-quality professional development to confirm assigned staff are fully equipped to address a broad spectrum of technical issues; prepares, arranges, and conducts a wide variety of hands-on training activities and works with staff members in groups or individually to provide guidance, demonstrate best practices, and refine knowledge and skills.
3. Remains current on technology trends and advancements to proactively provide users with information regarding technological and network capability developments, procedure modifications, and other related changes; researches and recommends solutions, equipment, and resources as applicable to ACS needs.
4. Selects personnel and conducts performance appraisals on assigned employees and makes recommendations for appropriate employment action to ensure a standard of accountability is met as defined by the department's goals and objectives, as well as the policies established by the Albertville City School System.
5. Provides and ensures employees' participation in professional developmental training opportunities as needed to perform their job duties.
6. Responsible for developing, maintaining, and improving operating procedures to improve efficiency and effective use of resources
7. Determines work schedules, organizes, and assigns work activities, based on work priority, quantity of work, and skill of staff. Monitors work performance, provides leadership, direction, and guidance to ensure maximum quality and efficiency of district IT Department.
8. Develop effective communication systems with staff, principals, other central office staff, vendors, and community.
9. Assist in technical support for digital curriculum implementation and technology applications into the instructional program and district wide operations.
10. Assist, and/or supervise school and district level personnel designated for the collection, maintenance and reporting data.
11. Assist, and/or coordinate the preparation of the annual technology budget and any amendments as appropriate.

12. Develop and/or approve, and maintain a system manage district technology contracts, purchase technology, and actively seek/procure funding for technology.
13. Retain and maintain proper documentation of expenditures associated with technology grants including purchase orders, invoices, equipment inventories, etc.
14. Provide leadership for short and long-range planning for all districts and building level technology initiatives: vison, goals, program objective/strategies/ activities, infrastructure, staffing, training, evaluation, budgeting, and collaboration with other.
15. Prepare/Submit state and local technology and data reports, grants, lead preparation of school and district technology plans, and submits technology plans in a timely manner.
16. Assist school leaders with implementing the district and the building-level technology plans in accordance with the state of Alabama Technology Plan, the Alabama Professional Development Technology Standards, and other state recommendations and guidelines.
17. Assist with the District's plan for WAN infrastructure, LAN infrastructure, voice communication systems, video networks, Internet access to include Internet filtering, anti-virus protection and e-mail system.
18. Complete projects by coordinating resources and timetables with user departments, and other technology staff members.
19. Communicate with teachers, students, and administrators process and procedures for accessing and utilizing technology resources.
20. Investigate and disseminate information on best practices for technology integration and sources of information on trends, research and applications related to technology.
21. Collaborate with Instructional Department to provide a bridge between curriculum and IT operations.
22. Support digital curriculum platforms (e.g., educational software, curriculum websites, digital curriculum content in online repository, etc.).
23. Ensure technology assets and district-wide inventory are maintained and documented.
24. Ensure the preservation of assets by leading disaster recovery and back-up procedures and information security and control structures.
25. Recommend technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
26. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
27. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
28. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: ☐ 9- Month ☐ 10- Month ☐ 11- Month ☐ 12- Month

EXPECTED WORK DAY: 8 Hours

FLSA STATUS: Exempt

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

☐ Principal/Program Coordinator _____ Initials

☐ Human Resource _____ Initials

BOARD APPROVED: 05/19/2020
REVISED:9/3/2021
REVISED:6/30/22