

Thompson Falls School District

Job Description (May 2019)

TITLE: Technology Services Coordinator

COMPETENCIES: The Director of Information Technology Services will be expected to be:

Knowledgeable with a variety of desktop, mobile hardware formats, server and desktop systems, VMware, e-mail, e-rate, educational software and services, student information systems, network management, firewall management, and VoIP telephony systems. Demonstrated the ability to relate to and work with the staff, administration and public. Technology budget planning and preparation, educational technology experience, certifications and college degree preferred.

REPORTS TO: Superintendent

JOB GOAL: Supervise all technology systems and all hardware and software related needs.

Repair and maintain the hardware and software in the district. Develop and maintain data backup and recovery procedures for all district data. Develop and provide training for staff and students in use of technology in the educational process.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a functional computer network and maintain school district computer hardware/software systems.
2. Maintain yourself as a positive resource contact with staff/administration/students using the system.
3. Respond in a timely fashion to requests for assistance.
4. Maintain and manage all District email functions, including archiving compliance. Supervise and manage District web content within current web content management system.
5. Maintain compliance with district policies, as well as local, state and federal laws and guidelines regarding technology use in the District.
6. Coordinate the district technology acquisition needs and manage the yearly technology budget.
7. Provide and develop supplemental training in implementing technology use into the educational process.
8. Collaborate with staff to develop various methods of integrating technology into the curriculum for positive impact on student learning.
9. Model appropriate use of technology.
10. Provide insight into technology-related policies to align present and future technology to the present climate and culture of the district.
11. Monitor and report inappropriate behavior, communicate rule infractions to administration.
12. Other assignments necessary to the successful operation of the network or other duties as assigned by the administration.

TERMS OF EMPLOYMENT: Salary is (\$20-\$25) dollars an hour depending on experience.

EVALUATION: The Superintendent will evaluate annually.