

**MONONA GROVE SCHOOL DISTRICT**  
**Position Description**

<b>Position Title:</b>	<b>Technology Coordinator</b>
<b>Department/Location:</b>	<b>District Wide</b>
<b>Reports To:</b>	<b>Director of Business Services</b>
<b>Employees Supervised:</b>	<b>Network Administrator, Technology Specialist(s), Interns, Summer Workers</b>

**POSITION SUMMARY:**

Under the direction of the Director of Business Services, the Technology Coordinator provides leadership for the planning, implementation, review and evaluation of technology to facilitate the district's educational mission and vision.

**PERFORMANCE RESPONSIBILITIES:**

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Establish, implement, articulate and evaluate the vision for technology as an accelerator of student learning.
2. Coordinate with the Director of Instruction to ensure integration of district technology with curriculum and staff development plans.
3. Work with the district technology committee to facilitate implementation of the district's technology plan.
4. Facilitate an annual review of the district's technology plan.
5. Coordinate with the Director of Instruction to plan and schedule technology-related professional development based on the training needs as established in the district technology plan.
6. Coordinate with Library Media Specialists to provide instructional technology integration for staff.
7. Manage and direct the district's technology support staff's daily activities in order to support the day-to-day instructional needs.
8. Evaluate the job performance of the district's technology support staff.
9. Oversee system-wide software and hardware standards, requirements and specifications.
10. Review and recommend system technology purchases to assure compatibility.
11. Assist in preparing proposals and soliciting bids for system technology needs.
12. Oversee the analysis of information to determine, recommend, and plan layout for type of computers and peripheral equipment, or modifications to existing equipment and system,

which will provide capability for new or upgraded networks, while maintaining efficient operation and effective use of space.

13. Coordinate, evaluate, and recommend hardware and software for classroom or administrative needs.
14. Under the direction of the Director of Business Services, develop, manage, and evaluate the technology budget.
15. Consult with administrators and staff to define equipment needs.
16. Review reports of computer and peripheral equipment use, malfunction, and maintenance to ascertain costs and plan operating changes.

#### Additional Job Functions

1. Assist staff to diagnose and solve computer equipment problems.
2. Oversee the inventory of technology in the school district.
3. Supervise the installation of computers and related equipment throughout the district.
4. Troubleshoot and repair computer hardware and software when appropriate.
5. Attend conferences, seminars, and training sessions to maintain competency level.
6. Coordinate vendor services and maintain positive relations with corporate and district partners.
7. Manage vendor relationships, including maintenance, hardware and software upgrades, and ongoing development work with the system and users.
8. Explore alternative sources of funding for technology and assists in writing grants for technology funding.

#### **QUALIFICATIONS:**

##### Experience, Training, and Certification

1. Bachelor's degree or equivalent in computer information systems, business, education or related fields.
2. A minimum of five years of experience managing technology department and staff.

##### Knowledge, Skills, and Abilities

1. Demonstrated excellent skills in oral and written communication, leadership, team building, assessment and evaluation of programs, teams, and individuals; and communicating technical information on a non-technical level.
2. Working knowledge of strategic planning, collaborative problem solving methods, budget development, software applications, and research and evaluation of technology - including hardware, software, and applications.
3. Ability to work with nominal direct supervision.
4. Knowledge in the use of technology to meet educational objectives.

## **WORKING CONDITIONS:**

### Work Environment

1. Indoor office environment.
2. Continuous contact with staff.
3. Work involves frequent disruptions of daily schedule.

### Physical Tasks

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight hour day.
2. Must be able to perform light physical work, frequently lifting up to 10 pounds and occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard, hand tools, test equipment and other office equipment such as fax machine, printers, etc.
7. Must have the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

*Disclaimer: This position description is subject to change at any time.*

**Last Updated: March 22, 2016**