

Northfield

Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

May 2009

SECTION I: GENERAL INFORMATION

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| Position Title: Technology Coordinator | Department: Technology |
| Immediate Supervisor's Position Title: Superintendent of Schools | FLSA Status: Exempt |
| Band/Grade/Subgrade: | Bargaining Unit: |
| Job Summary: Under the direction of the Superintendent of Schools, the Technology Coordinator manages and oversees all aspects of the administrative and educational technology planning, implementation and utilization in collaboration with the District Technology Steering Committee. The Technology Coordinator provides IT leadership and oversight in the areas of office automation; student, finance and personnel systems; and oversees and supervises the operation of the LAN/WAN, district web site, telecommunications, and technology training. The Technology Coordinator works in collaboration with the Technology Steering Committee to establish long range and short range technology plans and strategies to integrate technology into student learning. | |

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

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| Duty/Responsibility No: | 1 | Statement of duty/responsibility: Provides leadership, direction and implementation oversight of all district technology plans, objectives and projects. |
| Percent of Time: | 25 | |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">Provides advice, leadership, and expertise to the District Technology Steering Committee in the long range planning and vision of technology operations, K-12 educational technology use and integration. | | |
| Duty/Responsibility No: | 2 | Statement of duty/responsibility: Manages and supervises the daily operations and staff of the technology department. |
| Percent of Time: | 25 | |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none">Plans, organizes, and directs the implementation of both small and large IT initiatives.Prioritizes and assists in the troubleshooting of daily issues and concerns of users and technology operations. | | |

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| Duty/Responsibility No: | 3 | Statement of duty/responsibility: Provides leadership, support and training to district personnel in the areas of office automation, email, file sharing, student information systems, HR and finance systems. |
| Percent of Time: | 10 | |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> • Evaluates and assesses staff needs in the areas of technology. • Collaborates with TIES, Technology staff, and Skyward staff to provide classes on core technology skills. • Designs and implements targeted technology classes in such areas as Groupwise email and voicemail. | | |

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| Duty/Responsibility No: | 4 | Statement of duty/responsibility: Works with the district curriculum team and teaching staff to provide and support effective strategies and best practices for technology integration into the classroom. |
| Percent of Time: | 10 | |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> • Assists in revising technology curriculum goals and objectives for K-12 students. | | |

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| Duty/Responsibility No: | 5 | Statement of duty/responsibility: Oversees the evaluation, selection and purchasing of all district technology and telecommunications equipment (servers, hubs, routers, workstations, Voice Mail, etc.). Manages eRate reimbursement process and submits all federally required documentation and follow-up. |
| Percent of Time: | 15 | |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> • Plans and prepares the technology budget. • Determines bid specifications and oversees technology bidding processes, if applicable. • Applies for annual eRate reimbursement, files required documentation submits invoices to vendors | | |

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| Duty/Responsibility No: | 6 | Statement of duty/responsibility: Provides technology support and assistance in the administration of human resource and finance systems/software. |
| Percent of Time: | 10 | |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> • Develops disaster recovery plans, evaluates different software components, and provides a cost benefit analysis of each system(s). • Provides troubleshooting support and technology assistance in the administration and operation of these systems. | | |

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| Duty/Responsibility No: | 7 | Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned. |
| Percent of Time: | 5 | |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> • Keeps abreast of changing trends, developments and technologies in assigned areas of responsibility. • Serves on various ad hoc committees or task forces, as appropriate. | | |

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following: | | | |
| REQUIRED EDUCATION/TRAINING (choose one) | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) | |
| | less than high school diploma | | Bachelor's of Science Degree |
| | High school diploma or GED. | | Major field of study or degree emphasis: Computer Science, Information Technology, or a closely related area. |
| | 1 year college | 2 years college | |
| | 3 years college | x 4 years college | |
| | 1st year graduate level | | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: |
| | 2nd year graduate level | | |
| | Doctorate level | | |
| <ul style="list-style-type: none"> • Knowledge of network operating systems and network management tools and equipment (routers, servers, workstations, and various computer operating systems). • Knowledge of supervisory and management fundamentals and principles. • Knowledge of district general administrative policies and procedures (i.e. purchasing, accounting, documentation, HR, budgeting.) • Knowledge of K-12 curriculum and best practices for integrating technology into instruction. • Knowledge of office productivity software, student information, HR and financial software systems. • Fundamentals of teaching methods and concepts of adult learners of technology. | | | |
| Required Work Experience in Addition to Formal Education/Training: A minimum of 3 years previous and directly related experience. | | | |
| Required Supervisory Experience: 3 years experience supervising technology operations preferred | | | |
| LICENSE/ CERTIFICATION | | Identify licenses/certification required upon hiring: | |

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| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | Skilled in: <ul style="list-style-type: none"> • Delegating, supervising, planning and prioritizing the daily activities of technology personnel. • Conducting needs assessments of technology support and training and overseeing the delivery of staff training and support. • Implementing and assisting district staff in the troubleshooting of network systems, telecommunications, web services, work stations, email, voicemail, and enterprise systems. • Planning, coordinating and implementing district technology plans, projects and programs. • Consulting with, advising, and collaborating with staff concerning issues, objectives, |
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| | <p>goals and strategies for the integration of technology throughout the district and in the K-12 program.</p> <ul style="list-style-type: none"> • Planning and preparing technology budgets and overseeing the purchasing of all district technology. • Developing technology plans, projects and procedures including disaster recovery procedures, the design of security procedures, department documentation processes. • Communication and presentational skills to train staff, to prepare reports, and to collaborate with all levels of district staff in the planning, integration and support of technology throughout the district. • The ability to transport self among district buildings and to regional and state meetings and workshops as necessary. • The skill and ability to communicate - both orally and in writing. |
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

| | Titles of Positions Directly Supervised | # of Employees |
|---|------------------------------------------------|-----------------------|
| 1 | Network Manager | 1 |
| 2 | Technology Specialist | 2 |
| 3 | Workstation Specialist | 2 |
| 4 | Information Systems Specialist | 1 |
| | | |
| | | |
| | TOTAL | 6 |

INDIRECT SUPERVISION:

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| Number of employees indirectly supervised: | Total: |
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| HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i> | Work responsibilities are performed in a typical school setting. There are minimal hazards and risks associated with the performance of this classification. |
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

| <u>Employee is required to:</u> | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
|------------------------------------------------------------|-------|-----------------------|----------------------|-------------------------|
| Stand | | x | | |
| Walk | | x | | |
| Sit | | x | | |
| Use hands dexterously (use fingers to handle, feel) | | x | | |

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|---------------------------------------------|---|---|--|---|
| Reach with hands and arms | | x | | |
| Climb or balance | | x | | |
| Stoop/kneel/crouch or crawl | | x | | |
| Talk or hear | | | | x |
| Taste or smell | x | | | |
| Physical (Lift & carry): up to 10 pounds | | x | | |
| up to 25 pounds | | x | | |
| up to 50 pounds | x | | | |
| up to 75 pounds | x | | | |
| up to 100 pounds | x | | | |
| more than 100 pounds | x | | | |

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Human Resource's Signature

Date

Classification History: