

YKSD JOB DESCRIPTION



JOB TITLE: Technology Coordinator	
SUPERVISOR: Director of Technology	CLASSIFICATION: CLASSIFIED (YKAA)
DAYS/MONTHS: 210 DAYS	

GENERAL RESPONSIBILITIES

Under the direction of the Director of Technology, the Technology Coordinator is responsible for performing complex professional and administrative tasks related to planning and implementing all aspects of data processing, information systems management, and network services for the school district. The coordinator works independently under the general direction of the Technology Director. The Coordinator provides district-level network and computer infrastructure management and support and operational management and support of district-wide information systems.

DUTIES & EXPECTATIONS

1. Supervises the development, enhancement, maintenance, and security of the district wide area network and the local area networks within the individual buildings.
2. Oversees the technical support, repairs, upgrades, and deployment of district network infrastructure and all client devices.
3. Install, configure, and maintain Active Directory and third-party software utilities for hardware systems within district operational guidelines
4. Build, configure, monitor and maintain virtual environments.
5. Deploy and manage district firewalls/filters. Recognize and mitigate potential security threats
6. Deploy and manage district MDM solution
7. Maintains district video conferencing infrastructure
8. Actively maintains and updates district VoIP telephone network
9. Maintains licensing documentation for all software purchased by the district and an accurate inventory of computer technology assets in the district.
10. Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor
11. Analyzes and makes recommendations for hardware and software standardization
12. Improve existing processes through solutions to recurring problems and enhancements to existing solutions or documentation.
13. Perform duties as assigned by the Director of Technology or designee.

EQUIPMENT USED

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

INDEPENDENT DECISIONS

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

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PRIMARY WORKING CONTACTS

Administrators, teachers, counselors, and district office staff.

SUPERVISION RECEIVED AND EXERCISED

Receives oral and/or written instructions from assigned district office administrator(s).

UNUSUAL WORKING CONDITIONS

Some evening and weekend work will be required. Travel in small aircraft required.

EVALUATION

Annual written evaluation.

PHYSICAL AND MENTAL DEMANDS

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 50 pounds.

QUALIFICATIONS

Education: Bachelor's degree in related field. Master's degree in technology or a related field is preferred. Closely related work experience may be substituted for educational requirements.

Experience: Five (5) years experience in technology systems and/or administrative computer systems management and/or maintenance.

Skills: Technical proficiency in varied software and hardware applications. Prefer one of the following certifications Microsoft MCSA and/or Cisco ICND1. Proven initiative and ability to champion a project from conception through to implementation. Actively investigates user needs through effective questioning and listening skills.

Abilities:

- Demonstrate technical proficiency in and hardware specific to the YKSD technical implementation model.
- Demonstrate exceptional communication skills and the ability to work well with and lead others.
- Provide effective technology coaching, staff development, and feedback
- Collaborate with school staff, students, and parents
- Communicate effectively both orally and in writing
- Prepare and deliver oral presentations in person, online, via video both synchronously and asynchronously.
- Demonstrate creativity in troubleshooting remote issues
- Travel frequently to remote villages in Alaska, often times on short notice.