**Technology Coordinator**

***Qualifications:***

* Valid Michigan teaching certificate preferred, but not required.
* Possess, or be eligible to possess, certified Novell endorsements as either CNA, CNI, or CNE.
* Demonstrated previous successful experience with micro computers and network applications, including LAN, WAN and Internet.
* Experience with Meridian telephone systems preferred.
* Experience providing professional development experiences to others.
* Training / experience in troubleshooting PC hardware & software problems.
* Experience in successful grant writing.
* Experience working with USF (universal services fund).
* Ability to read, analyze and interpret general business periodicals, professional journals, technical journals & procedures, or governmental regulations.
* Ability to write reports, business correspondence and procedure manuals.
* Ability to effectively present information and respond to questions from groups, including teachers, administrators, school board members, general public.
* Ability to design computer programs for in-district use by administrators, teachers, etc.
* Ability to define problems, collect data, establish facts, and draw valid conclusions; also to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
* Ability to establish and maintain effective working relationships with students, staff and the school community.
* Pass a criminal record check to reveal no felony convictions; also, misconduct check from previous employer(s).
* Ability to speak clearly and concisely both in oral and written communication.
* Ability to perform duties with awareness of all district requirements and Board of Education policies.
* Demonstrates good personal habits: mature and responsible judgment, honesty, patience, loyalty, friendliness, self-initiative, neat appearance.
* Demonstrated leadership qualities.

***Essential Performance Responsibilities:***

* Coordinate and maintain instructional hardware & software and network implementations.
* Support and lead training in all areas of technology.
* Chair district’s Technology Committee.
* Develop standards and practices for acquisition and maintenance of educational technologies.
* Establish process to monitor and keep interested district individuals informed of evolving technologies and their implications and costs.
* Responds to the needs and questions of network users concerning their access to resources on the network and the operation of various software programs.
* Remains abreast of changes in user and system software and hardware requirements.
* Reviews and investigates violations of computer security procedures and is authorized to discipline the student(s) involved; security and/or ethical violations by staff members shall be dealt with (resolved) only after consultation with administrators and such resolution may include disciplinary measures.
* Develops and implements security policies and procedures for the district network, and is liaison with other networks & agencies.
* Supervise / maintain the district’s voice communications network.
* Loads and updates software applications as required.
* Manages memory usage of the network, network printing and network technical resources.
* Maintains a backup of all files, security and rights.
* Refers major hardware problems to service personnel for correction.
* Advise administrators & board on technology budget; orders approved parts and equipment for the system.
* Attends technical conferences and seminars to keep abreast of new software and hardware product developments.
* Supervise, in concert with building principals, technology instruction and teachers.
* Serve Supervise on interviewing committees for technology positions and assist with training, planning, evaluating performance.
* Address complaints; resolve same to the extent possible, related to technology.
* While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach, climb, see, talk, hear, proficiently operate a computer & various pieces of technology equipment, and lift at least 75 pounds.
* Management team member: practice the concept of Board / Administrative Team in the management of the school’s technology programs & personnel; participate fully and freely in the decision making process while recognizing lines of authority and responsibility for implementing all applicable final decisions.
* Other responsibilities as may be assigned by the Superintendent, Principals or as may arise from required responsibilities and qualifications above.

***Reports to/Evaluated by*:** Principals and Superintendent.

***Terms of Employment*:** As per written contract with the Board of Education, said contract to be in keeping with Michigan statutory provisions.