**TECHNOLOGY COORDINATOR**

**RESPONSIBILITIES:**

* Ensure proper operation of District’s WAN and individual building LAN’s.
* Provide constant uninterrupted conductivity to the (District/ISD’s) AS400 for financial and SRSD access (CIMS).
* Provide constant uninterrupted internet access for all schools and administrative offices.
* Maintain and develop client/server environment(s) as needed.
* Maintain and develop E-mail services as needed (GroupWise).
* Maintain and expand district telephone service, to include telephone access to/from every classroom.
* Maintain and repair District computers and peripherals.
* Act as a single point of contact for District computer, software, and peripheral purchases, to maintain constant and consistent purchasing of high quality, industry standard hardware and software.
* Ensure proper software license compliance.
* Supervise both in-house and contracted technical services employees and ensure proper QOS on all repairs/maintenance.
* Hold current certifications in repair/maintenance.
* Provide leadership for, develop, update, and follow a technology plan for the District.
* Maintain District web pages and develop or purchase web applications as needed (District Calendar).
* Administer and plan a District-wide technology budget.
* Provide effective in-service training.
* Work with the Director of Finance and with the Grants Coordinator to find and utilize alternative technology funding opportunities.
* Provide post service technology training for instructional staff.
* Provide network security, both physical and from technological attacks (virii).
* Assist building principals in using and maintaining the District security camera system.
* Assist building principals in using and maintaining video distribution systems.
* Administer District USF opportunities.
* Assist in planning ahead of the technology curve.
* Keep informed of such technology trends and investigate their possible use in a K-12 environment.
* Be proficient in the following Novell technologies;
	+ Netware
	+ Zenworks
	+ Border Manager
	+ GroupWise
	+ Provide technologies for curriculum integration as requested by instructional staff.