



EDUCATION . . .
Road To Success

**HANCOCK PLACE
SCHOOL DISTRICT**

SECTION: 100 Central Office Administration
TITLE: 007 Coordinator of Technology

TITLE:	Coordinator of Technology
QUALIFICATIONS	<ul style="list-style-type: none">* Bachelor's Degree in Computer Science, or an equivalent combination of education, experience, and knowledge.* A broad background in installing and supporting networks.* Experienced troubleshooter with extensive knowledge of personal computers, networks, and data communications.* Ability to closely track, document, and provide solutions to difficult technology problems.* Strong personal initiative and ability to work in a school environment without close supervision.* Strong interpersonal and written communication skills, with the ability to develop positive working relationships with both technical and non-technical users.* Able to maintain a positive approach despite conflicting deadlines, shifting priorities, and simultaneous work demands.* Strong organizational skills and ability to effectively schedule multiple projects or tasks to meet multiple and/or simultaneous deadlines.
REPORTS TO / EVALUATED BY:	Superintendent of Schools
SUPERVISES:	Network Administrator / Technology Assistant
TERM OF POSITION:	10-Months + 2-Months during the summer months
SALARY:	Applicable column and step on the school district's salary schedule Extra-duty stipend for the additional 2-months during summer
VACATION:	20 Days per fiscal year
CONTRACT:	One-Year Contract
JOB GOAL:	The goal of the Coordinator of Technology is to provide a high-level of technical expertise in technology planning, developing standards, and supporting personal computers, local and wide area networks, and related technologies within the school district, and to serve as the primary resource for district personnel in analyzing user problems related to computers, data communications, and platforms for current and future needs.
RESPONSIBILITIES:	<ul style="list-style-type: none">* The Coordinator of Technology will assist in the design, implementation, and maintenance of the district's networks.* The Coordinator of Technology will serve as troubleshooter for all technology-related problems.* The Coordinator of Technology will assist in the development of the yearly budget and will identify technology needs, acquire bids for technology equipment, and recommend purchases to the Superintendent.* The Coordinator of Technology will identify staff professional development needs in the area of technology and assist in the district's effort to provide the required professional development opportunities.



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* The Coordinator of Technology will maintain a master file of the school district's technology purchases, including serial numbers, model numbers, location, funds used to purchase item, and any other pertinent and/or useful information.

* The Coordinator of Technology will work together with the Superintendent to maintain a long-range technology plan for the district, will assist with the evaluation of this plan on a yearly basis, and research and make recommendations regarding future purchases providing flexibility and design for the technologies of tomorrow.

* The Coordinator of Technology will perform any and all other duties as designed by the Superintendent or Assistant Superintendent.

Hancock Place School District

Date Approved: December 14, 2005