

ROBINSON COMMUNITY UNIT SCHOOL DISTRICT # 2
JOB DESCRIPTION

Position Title: District Technology Coordinator

Location: TBD

Reports To: Superintendent

SUMMARY

To assist in training of district personnel, students, and community members; coordination of technology use in the classroom; setup and maintenance of hardware and software; provide on-site technical support and training in a classroom environment; maintain network security.

DUTIES

1. Diagnose problems encountered by computer users throughout the district.
2. Perform set up, cabling, and hook-up functions as needed for any computer system in the district.
3. Help determine whether a problem needs outside help or can be fixed in-house.
4. Troubleshoot and repair computer equipment.
5. Troubleshoot and repair network/hardware problems.
6. Setup computers and install programs as new computers are acquired.
7. Create and maintain user login identification (user id) information and login scripts.
8. Keep track of hardware inventory and software licenses for compliance.
9. Maintain records of computer service work.
10. Perform preventive services work on computers and networks.
11. Maintain a supply of computer supplies and repair parts.
12. Provide prompt courteous service to teachers and staff for any computer problem they may have.
13. Keep abreast of emerging operational support technologies and industry trends.
14. Assist with other duties as assigned.
15. Maintain network security for all equipment.
16. Maintain district firewall.
17. Maintain Student Information System.
18. Maintain exports and imports of data to and from SIS to 3rd party vendors.

QUALIFICATIONS

1. Associates degree in information systems or a related field.
2. Expertise in using a variety of systems including DOS, Windows-based, Macintosh, and Linux.
3. Experience in building, troubleshooting, and maintaining computers and computer-related equipment.
4. Expertise in using DSL/Wireless/Satellite Internet connections.
5. Experience working with a technology plan
6. Experience in training faculty and students for technology integration in the classroom.
7. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
8. Ability to understand and follow basic oral and written instructions.
9. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

SCHEDULING

Working hours will be 7.5 hours a day, Monday-Friday. The schedule is subject to change with building/district needs.

TERMS OF EMPLOYMENT

220 days or as established by the Board of Education.

EVALUATION

Annually by the Superintendent or Director of District Operations.