

FORESTVILLE UNION SCHOOL DISTRICT
Job Description

JOB TITLE: District Technology Coordinator
RANGE: Confidential Employee

WORK YEAR: 260 Work Days (12 months)

GENERAL DESCRIPTION:

Under general supervision of the Superintendent, The District Technology Coordinator is a Confidential position which serves as the network engineer with skills to manage all aspects of the network, including network equipment, servers, backup, and security.

The District Technology Coordinator oversees and manages the use of technology throughout the district, including database management (currently Schoolwise), system documentation, hardware and software management. They work with the administration and school board to help create a vision of technology use and integration that assures technology supports the educational needs of students and teachers.

ESSENTIAL DUTIES:

- Management of servers, including e-mail, phone, print and backup servers and their associated operating systems and software
- Act as on-site Google Administrator. Set up new staff and student accounts, manage Google applications, maintain Google for Education system.
- Maintain end user accounts, permission, and access rights.
- Annually review all staff and student Google accounts. Ensure the integrity of the database through verification and clean-up to assure accuracy. Disable graduated students accounts.
- Ensure network connectivity of all campus work stations.
- Administering all equipment, hardware and software upgrades; including set-up and relocation of units.
- Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.
- Track and inventory site technology related equipment including: computers, laptops, tablets, chrome books, printers, projectors, etc.; assist with ordering software and hardware supplies.
- Maintain Chromebooks and any programs or security being used on them.
- Assist with the district's 1-to-1 device initiative. Develop roll-out strategies, create parent communication plans and help launch programs.
- Maintain the phone system; set up new users, change extensions, etc.
- Be available to instruct students and staff on the proper usage of: various applications, correct terms, and usage of multimedia equipment, software, and all electronic devices
- Provide guidance to staff on various software, applications, and equipment usage.
- Download and/or install software as assigned.
- Coordinate and schedule the use of the computer labs on an equitable basis for all classrooms.
- Be available to assist with professional development related to technology
- Be on-call to provide district wide technical support resolving problems related to computer systems, networks, and related equipment.

- Be available to troubleshoot issues for students such as forgotten passwords or Chromebook issues
- Appropriately prioritize and schedule network tasks and technology work orders to minimize conflict with the instructional day and the school year.
- Assign technology work orders, update staff on progress, complete work orders in a timely fashion
- Image and update Apps and operating systems
- Research solutions for campus technology problems.
- Maintain website, marquee, and other social media
- Design and maintain District Website and social media pages.
- Document all repairs and equipment maintenance of all electronic devices and keep records of all work performed
- Monitor and maintain data collection
- Monitor and maintain Student Information System (SIS) and its web interface—currently Schoolwise, including all parent notices. Run reports as needed.
- Proactively manage the system user accounts and security to insure data integrity and regulate access to the SIS to ensure confidentiality of all student records.
- Troubleshoot and resolve all staff, parent, and student SIS-related issues (lost log-in information, etc.)
- Monitor and maintain Special Education Information System (SEIS) data
- Support District Efforts with regards to on-line assessments such as benchmarks and state assessments. Act as LEA (local educational agency) administrator for state testing. Work with Administrators to set an annual testing schedule.
- Monitor and maintain CalPADs data
- Purge, dispose of, or surplus obsolete/ damaged equipment and materials as needed in accordance with District policies and procedures.
- Assist in developing and implementing school technology plan for the use of technology in the district in both the academic and infrastructural systems.
- Assist with creating a disaster recovery plan (natural disaster, network failure, cyber-attack, etc.)
- Participate in any technology related committees.
- Provide current, up to date information to support decision-making on academic and administrative technology matters.
- Assist in developing plans for replacement, maintenance, and ongoing support of all hardware and software.
- Develop relationships with business sources for the purpose of subsidizing the acquisition of new technology by soliciting and obtaining funding, hardware, software, and/or community support.
- Operates a variety of office equipment including but not limited to: copiers, laminators, computers, document cameras, projectors, printers, scanners, tablets, and any other peripherals.
- Troubleshoot and resolve basic issues for all campus devices.
- Coordinate, document, and oversee all campus security cameras and software associated with them.
- Comply with all policies and procedures established by the school board and administration.

- Attend Board Meetings as directed. Prepare presentations, make recommendations pertaining to issues impacted by your responsibilities.
- Serve as liaison for technology services to the community; PTA, consortium, and other groups.
- Respond willingly to emergency situations outside of the standard work schedule.

Required Knowledge/ familiarity with the following Systems:

Microsoft:

Windows (7 – 10 Pro) (Install/Build, image configuration/management)
 Windows Server (2008 – 2016) (Install/Build, image configuration/management)
 Active Directory
 DHCP/DNS (Server)
 RDP/VPN
 Windows Server Backup
 Security/rights-management
 Strong Microsoft Office knowledge
 MS Volume Licensing Management
 Windows Laptop, Desktop & Server support

Google:

Google G-Suite/Enterprise
 Google Apps
 Google Drive
 Chrome OS (Chromebooks) (Install/Build, image configuration/management)
 Google Cloud Print Management
 Android
 Chromecast

Meraki:

Meraki Cloud Enterprise Management
 Meraki Managed Switching
 Meraki Wireless Management
 Meraki MDM

Network Managed Services:

Enterprise Print Management (Mac/Windows/Google)
 Enterprise Scan to email (SMTP), Scan to NAS (SMB)
 Enterprise UPS (Power Supply) Management
 Knowledge of Kyocera & Canon enterprise printing

NAS/SAN:

NAS/SAN (Network attached storage)
 Synology 1515 NAS

WAN/LAN:

Knowledge of routing across a WAN/LAN is important (although SCOE manages the router, tech needs specific knowledge...ie...VLANs, DHCP helper address etc.)
 Hosted Server Management (Schoolwise)

Misc:

Knowledge of corporate phone/VOIP systems.

Knowledge of security systems (including cameras)

Working knowledge of barcode readers.

Strong knowledge of TCP/IP troubleshooting.

Knowledge of Honeywell HVAC integration & management.

Strong knowledge of Mac/Windows/Chromebook hardware troubleshooting.

Strong knowledge of low-voltage wiring and fiber data connections. Ability to build CAT5.x/6.x cables important (cost control)

Audio-Visual:

AV (Projection System) management including Document Cameras multi-media TVs, Audio Systems.

Project Management:

Project Management/Ticketing Systems (Asana/Zendesk etc.)

PM/PMO methodologies.

Website:

Website management (CMS) systems knowledge.

WordPress

Education Specific Applications:

Knowledge of/familiarity with –GoGuardian(management), Illuminate, Schoolwise (management), ConnectEd, FOSSWeb, CPM, and other textbooks.

EMPLOYMENT STANDARDS:

- **Training and Experience:** Three years of experience in a school setting. Two years of information technology management experience. Knowledge of office equipment, software, network systems, and electronic devices, as well as safe work practices. Familiarity with data management software.
- **Abilities:** Ability to: exercise good judgement, use discretion, maintain confidentiality of students, parents and staff. Strong written and verbal communications skills and able to provide excellent public relations. Work quickly and efficiently under pressure of deadline or time constraint.
- **Physical Effort/Working Environment:** Indoor work environment during all seasons. May frequently lift up to 15 pounds and occasionally lift up to 45 pounds. Crawl under or around furniture to install equipment. Climb ladders to access servers.
- **Education:** Completion of formal or informal education sufficient to assure the ability to read and write at the level required to perform the duties of the job safely and successfully. Knowledge of Local Area Networks (LAN) and Wide Area Networks (WAN).

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Forestville Union School District
Confidential Employee Salary Schedule

Step 1	\$41,694.00
Step 2	\$42,528.00
Step 3	\$43,378.00
Step 4	\$44,245.00
Step 5	\$45,131.00
Step 6	\$46,034.00
Step 7	\$46,954.00
Step 8	\$47,893.00
Step 9	\$48,851.00
Step 10	\$49,828.00
Step 11	\$50,825.00
Step 12	\$51,841.00
Step 13	\$52,877.00
Step 14	\$53,936.00
Step 15	\$55,014.00
Step 16	\$56,115.00
Step 17	\$57,237.00
Step 18	\$58,382.00
Step 19	\$59,549.00
Step 20	\$60,740.00

Additional Benefits:

1-5 Years = 2 weeks paid vacation, 6 – 10 Years = 3 weeks paid vacation, 10+ Years = 4 weeks paid vacation

Medical Contribution = \$1,200.00/mo.

Dental Contribution = \$130.00/mo.

Vision Contribution= \$20.00/mo.